

**A G E N D A**  
**REGULAR SESSION**  
**Wednesday, August 21, 2019**  
**12:00 p.m.**

- I. Invocation and Pledge of Allegiance**
- II. Approval of Agenda**
  - 1. Consideration and Approval of Agenda
  - 2. Consideration and Approval of Minutes of the June Board Meeting
- III. Consideration of College Financial Report**
  - 1. Statement of Revenues, Expenses, and Changes in Net Assets
    - a) June 2019
      - 1. Monthly Financial Statements
      - 2. Budget to Actual Financial Statements
    - b) July 2019
      - 1. Budget to Actual Financial Statements
      - 2. FY2020 Budget Amendments
  - 2. Cash in Bank
    - a) June 2019
    - b) July 2019
  - 3. Certificates of Deposit
    - a) June 2019
    - b) July 2019
  - 4. Checks Issued
  - 5. Bid Report
- IV. President's Report**
- V. Items for Consideration, Discussion, and Vote**
  - 1. **Consideration and Vote for the following College Policies:**
    - 1. FP 3801 Purchasing
      - 1. Added clarification to bidding process. CFR 200.231 added as reference
    - 2. GAP 1320 College Communication
      - 1. Edits for clarification of Communication operations and inclusion of Consumer Protection language
    - 3. PP 4180 Outside employment
      - 1. Clarification of supervisor approval and notification to the Office of Human Resources for outside employment
    - 4. GAP 1320 Consumer Protection
      - 1. This is a new policy based on the Higher Learning Commission Policy on Student Consumer Protection effective on 9/1/2019

"Representatives of the news media may obtain copies of this Notice by contacting Janine Heath, Executive Assistant to the President, 573-840-9698."

**VI. Consideration and Approval of all Personnel Actions and Associated Documents**

**1. Acceptance of Employment**

1. Christi Charles – Part-time EMS Secretary
2. Shane Howell – Student Services Advisor II. Sikeston/Kennett
3. Marsha Macke – Practical Nursing Instructor, Sikeston
4. Kelsey Williams – Program Academic Advisor ACHIEVE

**2. Transfers**

1. Traven Crocker – Science lab Assistant to Instructor, Agriculture
2. Haley Fincher – Facilitator, Kennett to Student Services Advisor II

**3. Retirement**

1. Debra Avery – Associate Professor, Nursing

**4. Resignation**

1. Kristy Niblock – Assistant Professor, Social Science
2. DeAndre' Prater – Assistant Professor, Industrial Technology

**VII. Executive Session** (Permissible under guidelines of MO Rev. Statute Section 610.021.1 Legal – Legal actions, causes of action or litigation involving a public governmental body and confidential and privileged communications between a public governmental body and its attorney; Section 610.021.2 – Real Estate – Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore; Section 610.021.3 – Personnel – Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.)

**VIII. Appendix**

**1. Information Items**

1. FR 3142 Past Due Student Accounts
2. FR 3805 Bidding Thresholds
3. FR 3810 Purchasing Approval
4. FR 3860 College Hosted Meals
5. GAR 1310 College Communications
6. GAR 1315 Social Media

**2. Upcoming Events**

**3. Recent Newspaper Articles**

**IX. FY20 Board of Trustees Meeting Dates**

- Wednesday, September 18, 2019
- Wednesday, October 16, 2019
- Wednesday, November 20, 2019
- Wednesday, January 15, 2020

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- Wednesday, February 19, 2020
- Wednesday, March 18, 2020
- Wednesday, April 15, 2020
- Wednesday, May 20, 2020
- Wednesday, June 24, 2020

**X. Adjournment**

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**BOARD OF TRUSTEES  
THREE RIVERS COLLEGE  
June 19, 2019**

The regular meeting of the Board of Trustees began at 12:00 p.m. at the Board Room in Tinnin Center on Wednesday, June 19, 2019.

**CALL TO ORDER**

Those present included: Trustees: Dr. Tim Hager, chairman, (absent); Dr. Amber Richardson, vice-chairman; Gary Featherston, secretary; Chris Williams, treasurer, (absent); Eric Schalk, member; Darren Garrison, member; and college administrators: Dr. Wesley Payne, president; Charlotte Eubank, chief financial officer; Dr. Justin Hoggard, dean of instruction; Ann Matthews, dean of student services, (absent); Janine Heath, recording secretary.

**ATTENDANCE**

Trustee Richardson served as chair.

Trustee Garrison delivered the invocation.

**INVOCATION**

Trustee Garrison made a motion to approve the agenda as presented. On a second by Trustee Schalk, the motion passed unanimously.

**APPROVAL OF BOARD  
MEETING AGENDA**

Trustee Schalk made the motion to approve the May 2019 minutes. With a second by Trustee Featherston, the motion passed unanimously.

**APPROVAL OF MAY 2019  
MEETING**

Charlotte Eubank reviewed May financials. We are 92% into the fiscal year and have recognized 97% of revenues and obligated 83% of the budgeted expenses. The Capital Budget was reviewed with Ms. Eubank outlining the projects currently underway.

**FINANCIAL REPORT AND  
BID REPORT**

The bid report was reviewed noting the outstanding bid opportunities and the administrations recommendation to accept Sides Construction bid for the Westover Canopy.

Trustee Schalk made the motion with a second by Trustee Garrison to accept the financial report and award the custodial bid to SG360. The motion passed unanimously.

Dr. Payne presented the President's Report

**PRESIDENT'S REPORT**

There was a full class of Nursing students and all will

**NURSING PINNING**

be sitting for their exams in the summer.

Commencement returned to campus and to the Libla Family Sports Complex. The evening was a success.

Enrollment for the summer is down due to the improvement in the economy.

The CNFR was June 9 – 15 in Casper, WY. Madison Steele tied for 4<sup>th</sup> in the nation.

This is one of the major fundraising events for TRET. Very successful this year and well done.

- Independence Day – July 4-5 – College Closed
- Drama Camp – July 8 – 12
- Gene Bess Basketball Camps – July 8-12 and 15-19
- Dash & Splash 5K – July 12 – Dexter
- Convocation – August 12
- First Day of Fall Semester – August 19

There were no executive items to discuss.

Dr. Payne explained that the revenue projections included a 5% reduction in enrollment. Also included in the budget is a 2% or \$900 (which ever is greater) increase to all employees salaries.

Trustee Schalk made the motion to accept the budget as presented. With a second by Trustee Garrison, the board was polled as follows: Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, absent; Trustee Featherston, yes; Trustee Richardson, yes; Trustee Hager, absent.

Trustee Schalk made the motion to approve all personnel action and associated documents as presented. With a second by Trustee Featherston, the board was polled as follows: Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, absent; Trustee Featherston, yes; Trustee Richardson, yes; Trustee Hager, absent.

## CEREMONY

## COMMENCEMENT

## SUMMER CLASSES

## COLLGE NATIONAL FINALS RODEO

## TRET GOLF TOURNAMENT

## UPCOMING EVENTS

## EXECUTIVE SESSION

## CONSIDERATION AND VOTE – COLLEGE FY20 BUDGET

## PERSONNEL ACTIONS AND ASSOCIATED DOCUMENTS

There being no further business, Trustee Garrison made the motion to adjourn at 12:25 p.m. and with a second by Trustee Schalk, the motion passed.

**ADJOURNMENT**

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
APPROVAL DATE

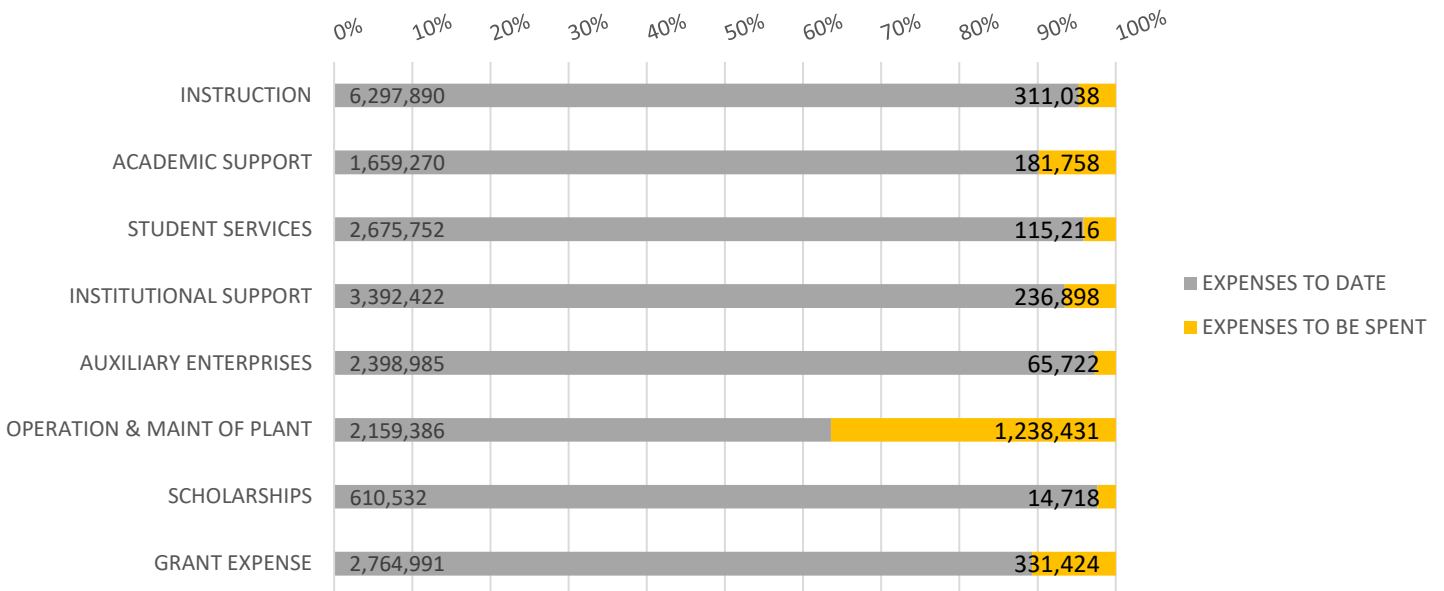
\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
APPROVAL DATE

### Budget to Actual Revenues 06/30/2019 (100%)



### Budget to Actual Expenses 06/30/2019 (100%)



Three Rivers College  
Statement of Revenues, Expenses and Changes In Net Position  
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited  
June 30, 2019  
Fiscal Year Benchmark: 100%

REVENUES	BUDGET	REVENUES TO DATE		REVENUES TO BE EARNED
		REVENUES TO DATE	%	
NET TUITION AND FEES <i>Tuition, Student Registration Fees, Net of Bad Debt &amp; Scholarship Allowances</i>	10,502,830	10,204,017	97%	298,813
STUDENT AID <i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>	219,047	230,951	105%	(11,904)
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Testing &amp; Assessment, Tinnin Center Operations, License Bureau Rental</i>	2,711,089	2,688,936	99%	22,153
OTHER OPERATING REVENUE <i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>	414,700	400,261	97%	14,439
GOVERNMENTAL APPROPRIATIONS <i>State Aid, State Maint. &amp; Repair</i>	5,075,785	5,151,146	101%	(75,361)
GRANT REVENUE <i>State Grants, Federal Grants</i>	2,816,073	2,833,474	101%	(17,401)
NON-OPERATING REVENUE <i>Taxes, Interest Earnings, Gifts</i>	2,628,999	3,232,782	123%	(603,782)
TRANSFERS IN <i>General funds-prior year transfers in (Reserves), current year transfers from capital</i>	142,285	156,812	110%	(14,528)
<b>TOTAL REVENUES</b>	<b>24,510,808</b>	<b>24,898,380</b>	<b>102%</b>	<b>(387,572)</b>

NOTE: We have recognized a total of 102% of budgeted revenues. We have recognized 97% of our budgeted revenues from tuition and fees, comprised of spring 2019 registrations, fall 2018 registrations and portions of summer 2018 and 2019, net of estimated bad debt. The operating budget includes transfers in from prior year reserves to support one-time projects which do not meet criteria for inclusion in the capital budget.

EXPENSES	BUDGET	EXPENSES TO DATE		EXPENSES TO BE SPENT
		EXPENSES TO DATE	%	
INSTRUCTION <i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health &amp; Human Services</i>	6,608,928	6,297,890	95%	311,038
ACADEMIC SUPPORT <i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>	1,841,028	1,659,270	90%	181,758
STUDENT SERVICES <i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>	2,790,968	2,675,752	96%	115,216
INSTITUTIONAL SUPPORT <i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>	3,629,320	3,392,422	93%	236,898
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Tinnin Center Operations, Testing &amp; Assessment, License Bureau Rental</i>	2,464,707	2,398,985	97%	65,722
OPERATION & MAINT OF PLANT <i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>	3,397,817	2,159,386	64%	1,238,431
SCHOLARSHIPS <i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>	625,250	610,532	98%	14,718
GRANT EXPENSE <i>State Grants, Federal Grants</i>	3,096,415	2,764,991	89%	331,424
<b>TOTAL EXPENSES</b>	<b>24,454,433</b>	<b>21,959,227</b>	<b>90%</b>	<b>2,495,206</b>

NOTE: We have obligated 90% of our budgeted expenses at 100% into the fiscal year. All payroll and credit card expenses ARE INCLUDED. Budgeted increase in Net Position is a result of adjustments made to the Enhancement Grant that resulted in less matching funds required as well as savings from temporarily vacant positions.

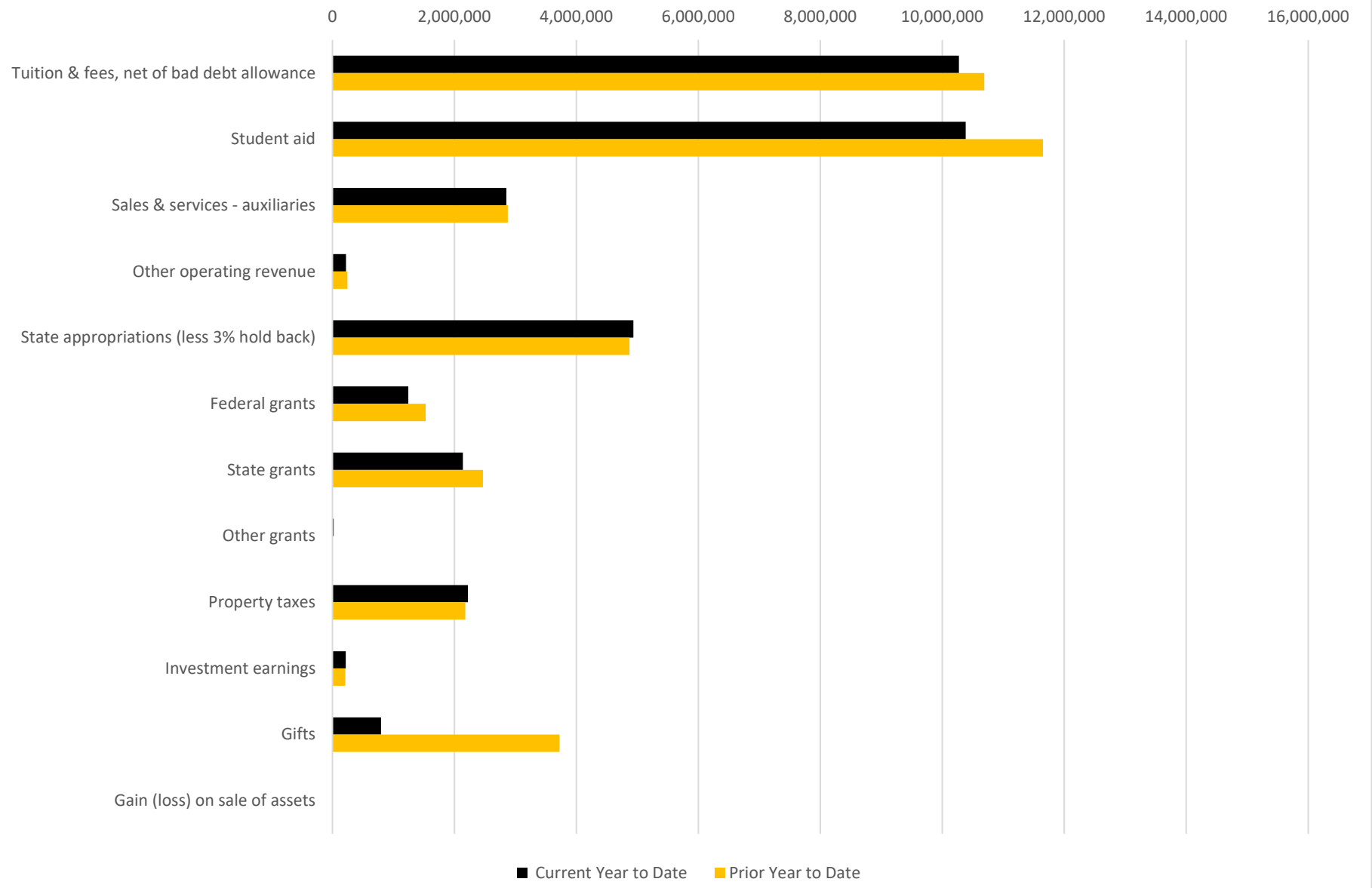
<b>CHANGES IN NET POSITION</b>	<b>56,375</b>	<b>2,939,153</b>
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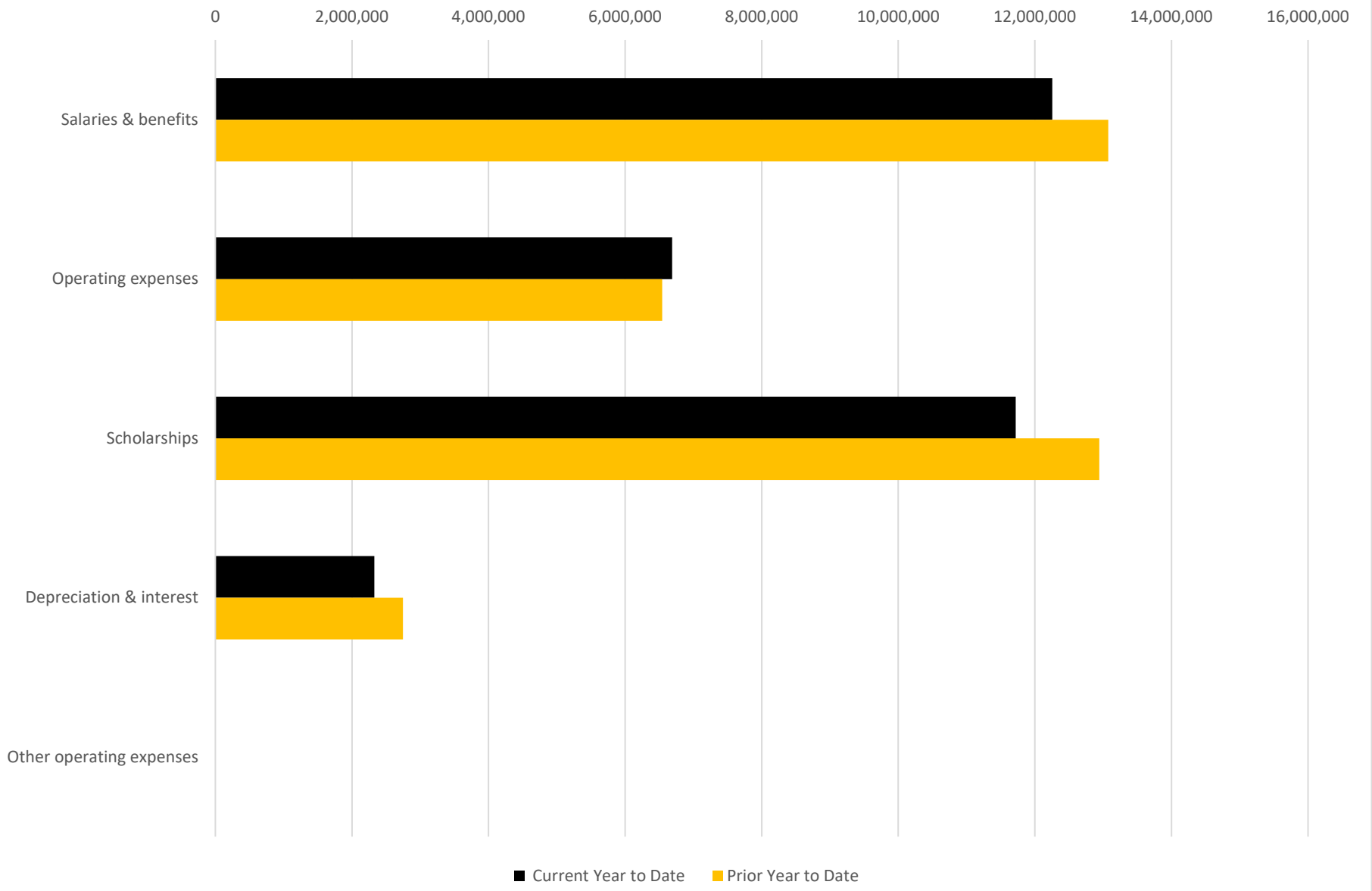
Three Rivers College  
 Capital Budget - Unaudited  
 June 30, 2019  
 Fiscal Year Benchmark: 100%

FUNDING SOURCES	BUDGET	SOURCES TO DATE	SOURCES TO DATE %	SOURCES TO BE EARNED
<b>RESTRICTED</b>				
<i>Bond proceeds</i>	737,080	737,080	100%	0
<i>State appropriations (Crisp)</i>	3,000,000	350,240	12%	2,649,760
<b>UNRESTRICTED</b>				
<i>General funds - prior year transfers in (Reserves)</i>	479,214	479,214	100%	0
<i>General funds - prior year transfers in (TRET/Libla gifts)</i>	1,459,742	1,459,742	100%	0
<i>General funds - current year transfers in</i>	17,405	17,405	100%	0
<b>TOTAL FUNDING SOURCES</b>	<b>5,693,441</b>	<b>3,043,681</b>	<b>53%</b>	<b>2,649,760</b>
USES OF FUNDS	BUDGET	USES TO DATE	USES TO DATE %	USES UNSPENT
<i>Libla Family Sports Complex</i>	2,178,007	608,997	28%	1,569,010
<i>Current year transfers out to operating budget for non-capital items</i>	18,815	17,544	93%	1,271
<i>Crisp Technology Center addition and remodel</i>	3,000,000	350,240	12%	2,649,760
<i>Westover Administration Building repairs</i>	200,000	22,250	11%	177,750
<i>Landscaping and Lighting</i>	50,000	39,178	78%	10,822
<i>Student Housing repairs</i>	127,000	29,733	23%	97,267
<i>License Bureau roof</i>	30,000	16,139	54%	13,861
<i>Campus Safety improvements</i>	22,646	18,738	83%	3,908
<i>Kennett External Location parking repairs</i>	27,568	21,650	79%	5,918
<i>Tinnin Fine Arts Center repairs</i>	23,606	23,254	99%	352
<i>Fleet vehicles</i>	15,799	160,450	1,016%	(144,651)
<b>TOTAL EXPENSES</b>	<b>5,693,441</b>	<b>1,308,173</b>	<b>23%</b>	<b>4,385,268</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>0</b>	<b>1,735,508</b>		

### YTD Comparison to Previous Year 06/30/19



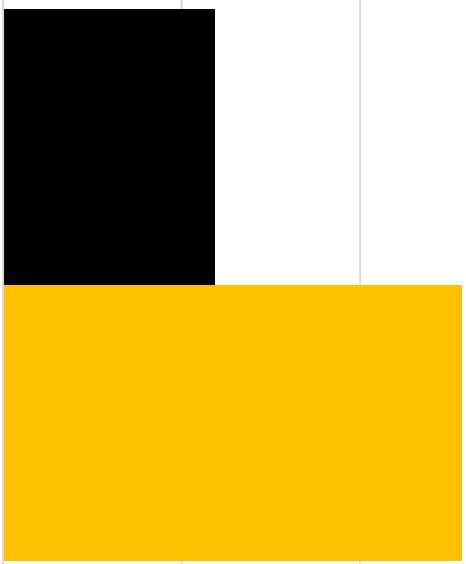
YTD Comparison to Previous Year  
06/30/19



YTD Comparison to Previous Year  
06/30/19

0 2,000,000 4,000,000 6,000,000 8,000,000 10,000,000 12,000,000 14,000,000 16,000,000

CHANGES IN NET POSITION



■ Current Year to Date ■ Prior Year to Date

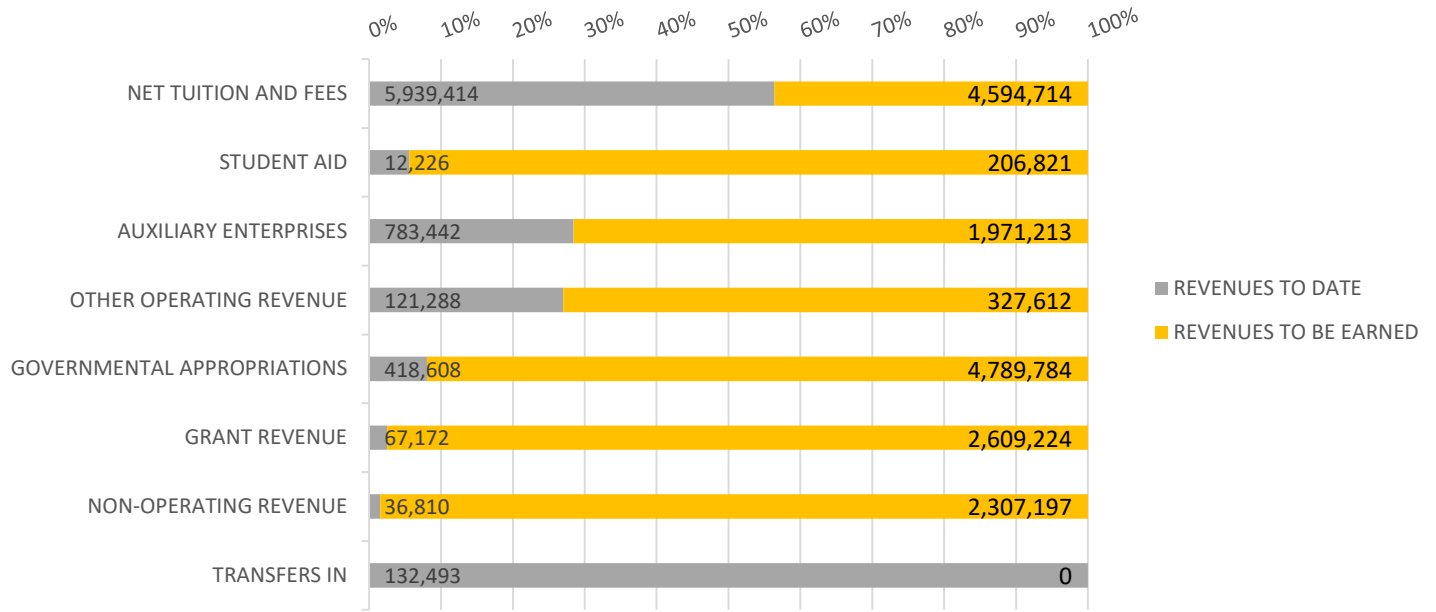
Three Rivers College  
Statement of Net Position  
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited  
June 30, 2019

<b>ASSETS AND DEFERRED OUTFLOWS</b>		<b>LIABILITIES, DEFERRED INFLOWS AND NET POSITION</b>	
<b>CURRENT ASSETS</b>			
Cash & Cash Equivalents	15,546,165	Accounts Payable	996,894
Student Account Receivables, net	7,158,060	Accrued Vacation	316,546
Property Tax Receivable	115,904	Student Deposits	26,609
Other Receivables	5,605,328	Deferred Tuition & Fees	5,329,080
Investments	0	Scholarships	24,548
Inventory	141,505	<b>Total Current Liabilities</b>	<b>6,693,676</b>
Prepaid Expenses	188,587	<b>NON-CURRENT LIABILITIES</b>	
<b>Total Current Assets</b>	<b>28,755,548</b>	Retirement Incentive Payable	4,080
<b>NON-CURRENT ASSETS</b>			
Land	5,490,786	Other Post Employment Benefits	15,857,963
Capital assets	68,244,922	Bonds, Notes and Leases Payable	20,667,500
Plus: Current year additions to capital assets	2,368,103	Accrued Interest	0
Accumulated Depreciation	(29,865,037)	Agency	300,434
Unamortized Bond Issue Costs	0	<b>Total Non-Current Liabilities</b>	<b>36,829,977</b>
<b>Total Non-Current Assets</b>	<b>46,238,774</b>	<b>Total Liabilities</b>	<b>43,523,653</b>
<b>DEFERRED OUTFLOWS</b>	<b>8,271,641</b>	<b>DEFERRED INFLOWS</b>	<b>9,947,763</b>
<b>NET POSITION</b>			
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	<b>83,265,963</b>	Beginning Balance	27,428,611
		Changes in Net Position	2,365,936
		<b>Total Net Position</b>	<b>29,794,548</b>
		<b>TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION</b>	<b>83,265,963</b>

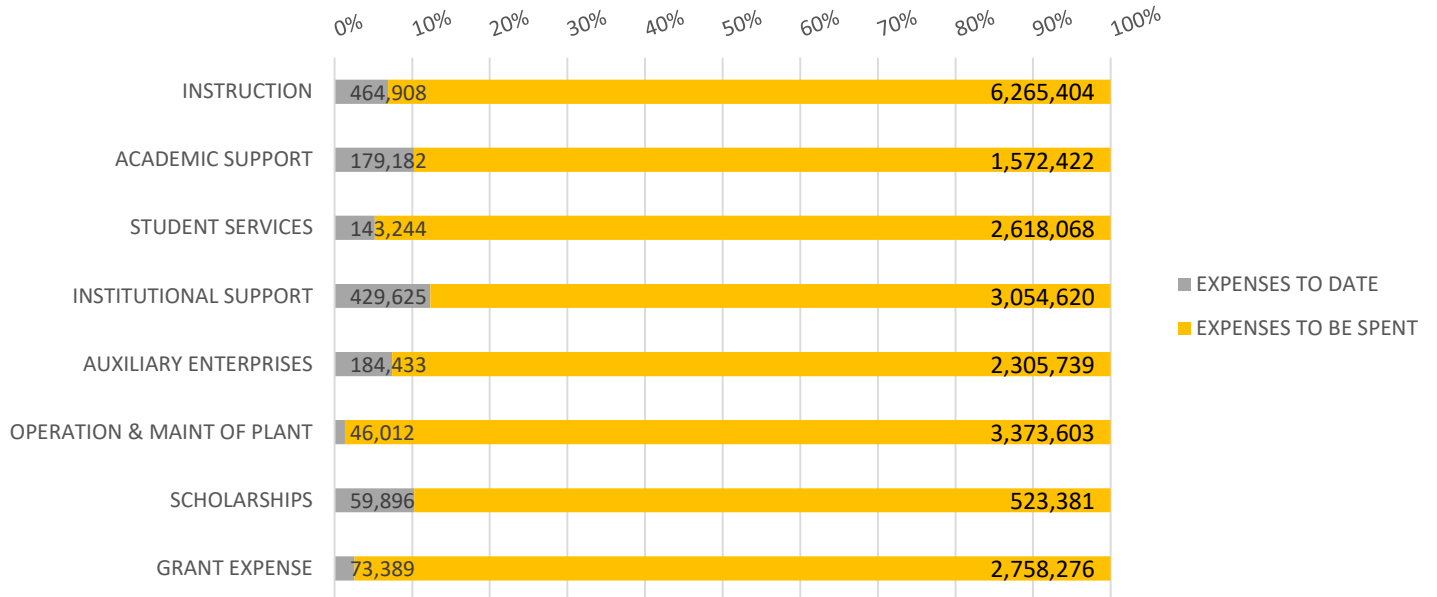
Three Rivers College  
Statement of Revenues, Expenses and Changes in Net Position  
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited  
June 30, 2019

	July	August	September	October	November	December	January	February	March	April	May	June	Current Year to Date	Prior Year to Date	\$ Change	% Change
<b>OPERATING REVENUE</b>																
Tuition & fees, net of bad debt allowance	5,482,455	421,713	(251,807)	2,134,499	1,509,174	730,775	(106,831)	(118,787)	221,218	188,869	115,714	(55,030)	10,271,961	10,686,371	(414,409)	(3.88)%
Student aid	229,430	29,626	3,714,071	810,656	255,284	123,054	81,715	3,956,132	488,032	97,001	81,980	517,321	10,384,301	11,651,468	(1,267,167)	(10.88)%
Sales & services - auxiliaries	747,710	419,460	101,748	227,784	400,477	168,207	329,614	79,462	107,680	67,671	103,361	99,223	2,852,396	2,876,884	(24,488)	(0.85)%
Other operating revenue	2,502	2,754	2,337	189,577	1,564	3,675	1,815	1,843	2,269	1,388	7,501	4,036	221,260	247,053	(25,793)	(10.44)%
Total Operating Revenue	6,462,097	873,553	3,566,348	3,362,515	2,166,498	1,025,711	306,313	3,918,649	819,199	354,929	308,555	565,550	23,729,918	25,461,776	(1,731,858)	(6.80)%
<b>OPERATING EXPENSES</b>																
Salaries & benefits	902,920	1,029,174	1,193,363	1,067,502	1,050,020	908,010	1,011,831	1,032,942	1,159,118	1,052,838	877,825	968,380	12,253,923	13,073,699	(819,776)	(6.27)%
Operating expenses	667,367	547,391	504,684	728,769	494,143	754,060	433,159	412,813	586,360	458,358	470,069	633,020	6,690,191	6,541,797	148,395	2.27%
Capital equipment	794	45,733	99,543	49,740	470,029	168,311	185,708	115,509	390,056	130,619	263,571	448,490	2,368,103	0	2,368,103	0.00%
Less: Transfer to capital assets	(794)	(45,733)	(99,543)	(49,740)	(470,029)	(168,311)	(185,708)	(115,509)	(390,056)	(130,619)	(263,571)	(448,490)	(2,368,103)	0	(2,368,103)	0.00%
Scholarships	320,479	74,200	4,131,643	928,146	308,765	146,789	104,186	4,431,391	557,355	136,362	79,400	499,004	11,717,720	12,944,645	(1,226,925)	(9.48)%
Depreciation & interest	(22,798)	388,477	161,452	164,796	158,364	157,841	157,670	509,917	159,747	158,755	158,791	173,944	2,326,957	2,746,174	(419,217)	(15.27)%
Other operating expenses	0	0	(50,000)	0	(5,000)	0	(16)	0	0	846	0	0	(54,170)	(11)	(54,159)	491,904.09%
Total Operating Expenses	1,867,969	2,039,242	5,941,143	2,889,213	2,006,292	1,966,700	1,706,830	6,387,063	2,462,579	1,807,159	1,586,085	2,274,347	32,934,622	35,306,303	(2,371,681)	(6.72)%
<b>NON-OPERATING REVENUE (EXPENSES)</b>																
State appropriations (less 3% hold back)	411,195	411,195	411,195	411,195	411,195	411,195	411,195	411,195	421,141	401,249	411,195	411,193	4,934,338	4,870,044	64,294	1.32%
Federal grants	38,579	160,607	96,105	97,883	(60,528)	187,007	80,856	80,849	127,297	64,019	179,495	192,790	1,244,960	1,530,013	(285,053)	(18.63)%
State grants	0	(10)	101,198	59,251	(44,237)	838,046	137,510	(100,403)	301,374	147,459	102,752	593,958	2,136,898	2,466,695	(329,797)	(13.37)%
Other grants	0	0	0	0	0	0	0	0	189	0	0	18,476	18,665	0	18,665	0.00%
Property taxes	21,535	23,138	22,420	7,813	13,463	305,305	1,360,765	257,329	99,763	41,466	36,925	30,456	2,220,378	2,179,627	40,751	1.87%
Investment earnings	26,663	18,111	16,353	19,193	16,351	15,914	16,956	30,418	18,842	12,751	13,012	13,170	217,733	210,983	6,750	3.20%
Gifts	2,650	650	(55,755)	25,800	(42,453)	100	2,502	(4,177)	861,788	0	(11,032)	17,595	797,668	3,723,900	(2,926,232)	(78.58)%
Gain (loss) on sale of assets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%
Total Non-Operating Revenues (Expenses)	500,622	613,692	591,516	621,135	293,791	1,757,567	2,009,784	675,211	1,830,394	666,944	732,346	1,277,637	11,570,640	14,981,262	(3,410,622)	(22.77)%
<b>CHANGES IN NET POSITION</b>	5,094,750	(551,997)	(1,783,278)	1,094,437	453,998	816,578	609,268	(1,793,204)	187,014	(785,286)	(545,184)	(431,159)	2,365,936	5,136,735	(2,770,798)	(53.94)%

### Budget to Actual Revenues 07/31/2019 (8%)



### Budget to Actual Expenses 07/31/2019 (8%)



Three Rivers College  
Statement of Revenues, Expenses and Changes In Net Position  
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited  
July 31, 2019  
Fiscal Year Benchmark: 8%

REVENUES	BUDGET	REVENUES TO DATE	REVENUES TO DATE %	REVENUES TO BE EARNED
NET TUITION AND FEES <i>Tuition, Student Registration Fees, Net of Bad Debt &amp; Scholarship Allowances</i>	10,534,128	5,939,414	56%	4,594,714
STUDENT AID <i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>	219,047	12,226	6%	206,821
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Testing &amp; Assessment, Tinnin Center Operations, License Bureau Rental</i>	2,754,655	783,442	28%	1,971,213
OTHER OPERATING REVENUE <i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>	448,900	121,288	27%	327,612
GOVERNMENTAL APPROPRIATIONS <i>State Aid, State Maint. &amp; Repair</i>	5,208,392	418,608	8%	4,789,784
GRANT REVENUE <i>State Grants, Federal Grants</i>	2,676,396	67,172	3%	2,609,224
NON-OPERATING REVENUE <i>Taxes, Interest Earnings, Gifts</i>	2,344,007	36,810	2%	2,307,197
TRANSFERS IN <i>General funds-prior year transfers in (Reserves)</i>	132,493	132,493	100%	0
<b>TOTAL REVENUES</b>	<b>24,318,018</b>	<b>7,511,454</b>	<b>31%</b>	<b>16,806,564</b>

NOTE: We have recognized a total of 31% of budgeted revenues. We have recognized 56% of our budgeted revenues from tuition and fees, comprised of fall 2019 registrations and portions of summer 2019, net of estimated bad debt. The operating budget includes transfers in from prior year reserves to support one-time projects which do not meet criteria for inclusion in the capital budget.

EXPENSES	BUDGET	EXPENSES TO DATE	EXPENSES TO DATE %	EXPENSES TO BE SPENT
INSTRUCTION <i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health &amp; Human Services</i>	6,730,312	464,908	7%	6,265,404
ACADEMIC SUPPORT <i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>	1,751,604	179,182	10%	1,572,422
STUDENT SERVICES <i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>	2,761,312	143,244	5%	2,618,068
INSTITUTIONAL SUPPORT <i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>	3,484,245	429,625	12%	3,054,620
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Tinnin Center Operations, Testing &amp; Assessment, License Bureau Rental</i>	2,490,172	184,433	7%	2,305,739
OPERATION & MAINT OF PLANT <i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>	3,419,615	46,012	1%	3,373,603
SCHOLARSHIPS <i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>	583,277	59,896	10%	523,381
GRANT EXPENSE <i>State Grants, Federal Grants</i>	2,831,665	73,389	3%	2,758,276
<b>TOTAL EXPENSES</b>	<b>24,052,202</b>	<b>1,580,689</b>	<b>7%</b>	<b>22,471,513</b>

NOTE: We have obligated 7% of our budgeted expenses at 8% into the fiscal year. July payroll IS INCLUDED, but credit card expenses ARE NOT INCLUDED as they were not yet available at the time of this report. Budgeted increase in Net Position is a result of awarded funding sources exceeding budget estimates.

<b>CHANGES IN NET POSITION</b>	<b>265,816</b>	<b>5,930,765</b>
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Three Rivers College  
 Capital Budget - Unaudited  
 July 31, 2019  
 Fiscal Year Benchmark: 8%

<b>FUNDING SOURCES</b>		BUDGET	SOURCES TO DATE	SOURCES TO DATE %	SOURCES TO BE EARNED
RESTRICTED					
	<i>State appropriations (Crisp)</i>	2,400,000	0	0%	2,400,000
UNRESTRICTED					
	<i>General funds - prior year transfers in (Reserves)</i>	361,822	2,958	1%	358,864
	<i>General funds - current year transfers in</i>	0		#DIV/0!	0
<b>TOTAL FUNDING SOURCES</b>		<b>2,761,822</b>	<b>2,958</b>	<b>0%</b>	<b>2,758,864</b>

<b>USES OF FUNDS</b>		BUDGET	USES TO DATE	USES TO DATE %	USES UNSPENT
	<i>Libla Family Sports Complex</i>	100,000	1,079	1%	98,921
	<i>Crisp Technology Center addition and remodel</i>	2,400,000	0	0%	2,400,000
	<i>Westover Administration Building repairs</i>	170,000	1,879	1%	168,121
	<i>Academic Resource Commons exterior</i>	20,000	0	0%	20,000
	<i>Landscaping and Lighting</i>	28,822	0	0%	28,822
	<i>Student Housing repairs</i>	0	0	#DIV/0!	0
	<i>Tinnin Fine Arts Center repairs</i>	0	0	#DIV/0!	0
	<i>Fleet vehicles</i>	43,000	0	0%	43,000
<b>TOTAL EXPENSES</b>		<b>2,761,822</b>	<b>2,958</b>	<b>0%</b>	<b>2,758,864</b>
<b>NET SURPLUS (DEFICIT)</b>		<b>0</b>	<b>0</b>		

THREE RIVERS COLLEGE  
 PROPOSED BUDGET AMENDMENTS  
 AS OF 8/14/19

<b>OPERATING BUDGET</b>			
	REVENUE	EXPENSE	NET
ADOPTED BY BOARD 6/19/19	24,196,195	24,196,195	-
Increases (Decreases) Proposed:			
State appropriation adjustment	(23,832)	-	(23,832)
Dexter donation for study area	5,057	5,057	-
NCTM Grant for testing services	3,152	3,152	-
MORAP Grant adjustment	(13,233)	(13,233)	-
Achieving the Dream Grant adjustment	(7,621)	(7,621)	-
Food pantry grant adjustment	4,811	4,811	-
TRET donation - professional development	1,950	1,950	-
Barn roof insurance proceeds	48,000	48,000	-
Enhancement Grant adjustment	(156,460)	(205,702)	49,242
Perkins Grant adjustment	191,876	-	191,876
Indirect grant revenue adjustment	19,593	19,593	-
CTE Salary Reimbursement adjustment	48,530	-	48,530
Subtotal per Budget to Actual report for 7/31/19 as of 8/13/19	24,318,018	24,052,202	265,816
Increases (Decreases) Proposed:			
Budget corrections salaries & benefits		23,077	(23,077)
Relocate electronic sign to Westwood property		1,398	(1,398)
Various small operating expenses		570	(570)
Libla furniture and small supplies		11,655	(11,655)
Approved from reserves in FY19 but not yet completed:			
Mass notification system installation	3,478	3,478	-
Student Housing pool fill-in	6,000	6,000	-
REVISED AS OF 8/14/19	24,327,496	24,098,380	229,116

<b>CAPITAL BUDGET</b>			
	SOURCES	EXPENSES	NET
ADOPTED BY BOARD 6/19/19	2,761,822	2,761,822	-
Increases (Decreases) Proposed:			
Approved from reserves in FY19 but not yet completed:			
Westover Administration Building roof	30,000	30,000	-
Student Housing exterior paint	50,000	50,000	-
REVISED AS OF 8/14/19	2,841,822	2,841,822	-

**THREE RIVERS COLLEGE  
CASH IN BANKS**

July 1, 2019

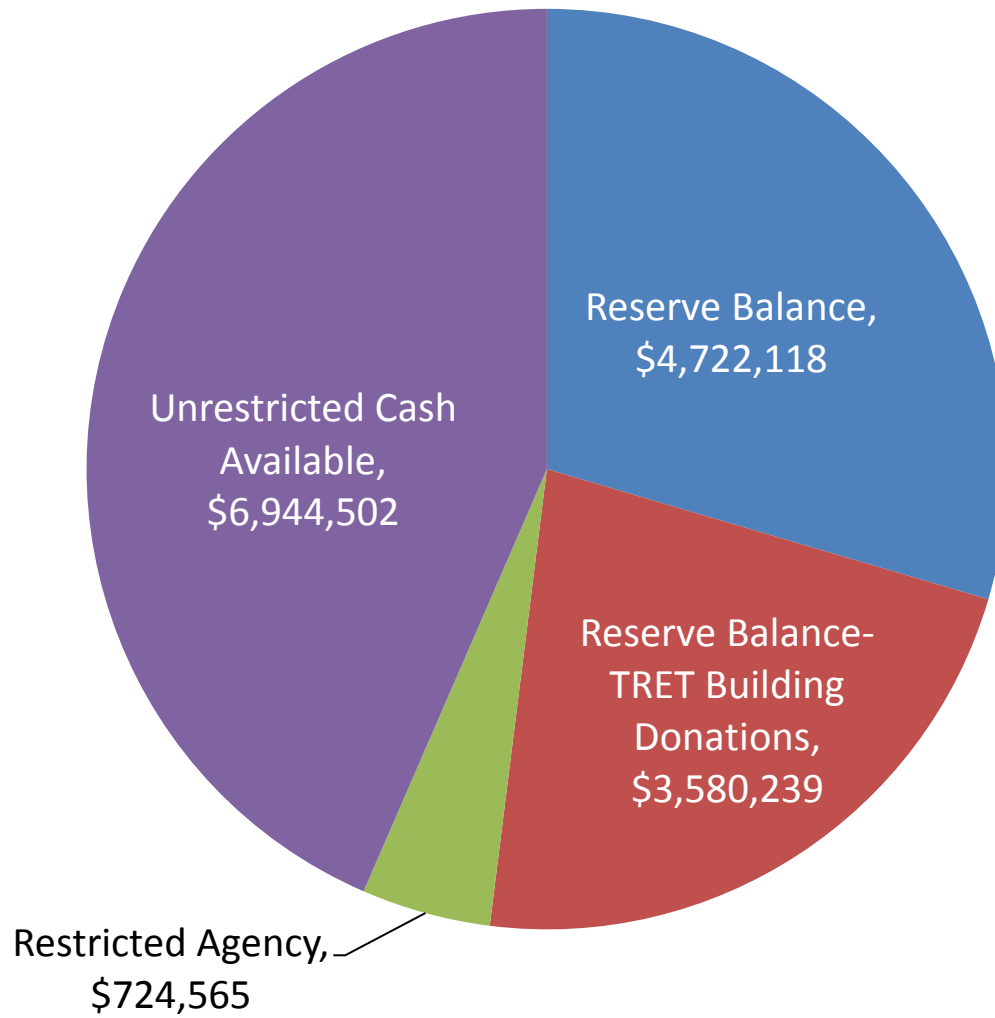
	<u>06/03/19</u>	<u>07/01/19</u>
<b>CURRENT FUND</b>		
<i>Cash Funds</i>		
Bookstore	1,800.00	1,800.00
Petty Cash	200.00	200.00
Vending Machines	224.55	224.55
Business Office	2,088.00	1,888.00
<i>Total Cash Funds</i>	4,312.55	4,112.55
<i>General Accounts</i>		
Southern Bank - General Funds	6,204,338.88	6,714,404.59
Southern Bank - Credit Cards	135,999.97	76,407.22
<i>Total General Accounts</i>	6,340,338.85	6,790,811.81
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	92,704.92	(21,188.56)
Federal Clearing Account	4,459.00	-
Flexible Spending Account	10,405.38	10,012.57
<i>Total Restricted Accounts</i>	107,569.30	(11,175.99)
<b>TOTAL CURRENT FUND</b>	<b>6,452,220.70</b>	<b>6,783,748.37</b>
<b>HOUSING FUND</b>		
<i>General Accounts</i>		
Rivers Ridge Account - Southern Bank	173,199.08	160,753.22
<i>Total General Accounts</i>	173,199.08	160,753.22
<b>TOTAL HOUSING FUND</b>	<b>173,199.08</b>	<b>160,753.22</b>

**THREE RIVERS COLLEGE  
CASH IN BANKS**

July 1, 2019

	<u>06/03/19</u>	<u>07/01/19</u>
<b>PLANT FUND</b>		
<i>Bank Accounts</i>		
Plant Fund - Southern Bank	2,728,637.80	2,732,003.46
<i>Total Bank Accounts</i>	2,728,637.80	2,732,003.46
<i>Certificates of Deposit</i>		
Bank of Grandin #16126	143,732.70	143,732.70
First Missouri State Bank #22132	104,328.96	104,328.96
Bank of Grandin #17101	1,500,000.00	1,500,000.00
Bank of Grandin #17103	1,500,000.00	1,500,000.00
First Missouri State Bank #22223	1,000,000.00	1,000,000.00
Bank of Grandin #17002	1,322,292.42	1,322,292.42
<i>Total Certificates of Deposit</i>	5,570,354.08	5,570,354.08
<b>TOTAL PLANT FUND</b>	8,298,991.88	8,302,357.54
<b>AGENCY FUND</b>		
<i>Bank Accounts</i>		
Agency Account - Southern Bank	357,713.83	347,217.72
<i>Certificates of Deposit</i>		
Restricted CD's & Savings	377,347.37	377,347.37
<b>TOTAL AGENCY FUND</b>	735,061.20	724,565.09

**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT  
\$15,971,424 AS OF 07/01/19**



**THREE RIVERS COLLEGE  
CASH IN BANKS**

August 1, 2019

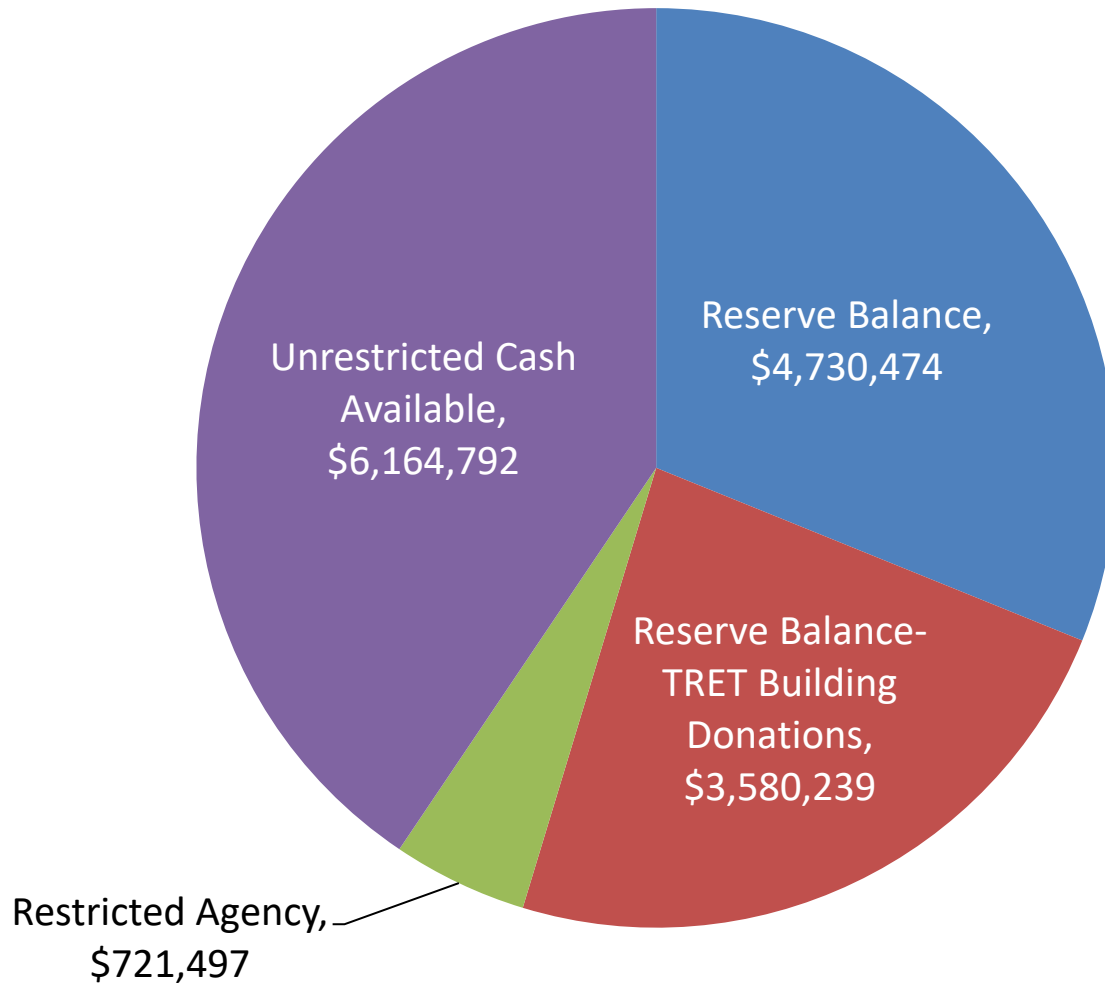
	<u>07/01/19</u>	<u>08/01/19</u>
<b>CURRENT FUND</b>		
<i>Cash Funds</i>		
Bookstore	1,800.00	1,800.00
Petty Cash	200.00	200.00
Vending Machines	224.55	224.55
Business Office	1,888.00	1,888.00
<i>Total Cash Funds</i>	<u>4,112.55</u>	<u>4,112.55</u>
<i>General Accounts</i>		
Southern Bank - General Funds	6,714,404.59	5,932,028.32
Southern Bank - Credit Cards	76,407.22	117,238.19
<i>Total General Accounts</i>	<u>6,790,811.81</u>	<u>6,049,266.51</u>
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	(21,188.56)	(21,247.50)
Federal Clearing Account	-	590.00
Flexible Spending Account	10,012.57	10,000.00
<i>Total Restricted Accounts</i>	<u>(11,175.99)</u>	<u>(10,657.50)</u>
<b>TOTAL CURRENT FUND</b>	<u><u>6,783,748.37</u></u>	<u><u>6,042,721.56</u></u>
<b>HOUSING FUND</b>		
<i>General Accounts</i>		
Rivers Ridge Account - Southern Bank	160,753.22	122,070.90
<i>Total General Accounts</i>	<u>160,753.22</u>	<u>122,070.90</u>
<b>TOTAL HOUSING FUND</b>	<u><u>160,753.22</u></u>	<u><u>122,070.90</u></u>

**THREE RIVERS COLLEGE  
CASH IN BANKS**

August 1, 2019

	<u>07/01/19</u>	<u>08/01/19</u>
<b>PLANT FUND</b>		
<i>Bank Accounts</i>		
Plant Fund - Southern Bank	2,732,003.46	2,740,359.42
<i>Total Bank Accounts</i>	2,732,003.46	2,740,359.42
<i>Certificates of Deposit</i>		
Bank of Grandin #16126	143,732.70	143,732.70
First Missouri State Bank #22132	104,328.96	104,328.96
Bank of Grandin #17101	1,500,000.00	1,500,000.00
Bank of Grandin #17103	1,500,000.00	1,500,000.00
First Missouri State Bank #22223	1,000,000.00	1,000,000.00
Bank of Grandin #17002	1,322,292.42	1,322,292.42
<i>Total Certificates of Deposit</i>	5,570,354.08	5,570,354.08
<b>TOTAL PLANT FUND</b>	8,302,357.54	8,310,713.50
<b>AGENCY FUND</b>		
<i>Bank Accounts</i>		
Agency Account - Southern Bank	347,217.72	349,383.42
<i>Certificates of Deposit</i>		
Restricted CD's & Savings	377,347.37	372,113.37
<b>TOTAL AGENCY FUND</b>	724,565.09	721,496.79

**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT  
\$15,197,002 AS OF 08/01/19**





THREE RIVERS COLLEGE  
CERTIFICATES OF DEPOSIT

**CERTIFICATES OF DEPOSIT AS OF June 30, 2019**

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
17002	Bank of Grandin	2.25	08/14/19	12 mths	1,322,292.42	Contingency
22132	First Missouri State Bank	1.89	11/01/19	12 mths	104,328.96	Contingency
16126	Bank of Grandin	3.50	02/22/20	12 mths	143,732.70	Contingency
17101	Bank of Grandin	2.90	04/01/20	12 mths	1,500,000.00	Contingency
17103	Bank of Grandin	2.90	04/01/20	12 mths	1,500,000.00	Contingency
22223	First Missouri State Bank	2.92	04/02/20	12 mths	1,000,000.00	Contingency
Total Unrestricted Designated Reserves					\$ 5,570,354.08	

**SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF June 30, 2019**

5016848212	Commerce Bank	0.25	06/23/98	06/23/19	7,843.17	Louise Spradling
63760632	US Bank of Poplar Bluff	1.54	07/02/89	07/01/19	1,226.80	A. Garner
451028956	US Bank of Poplar Bluff	0.25	07/02/99	07/02/19	5,234.00	Wm. D. Becker
21030291	US Bank of Poplar Bluff	0.25	07/07/93	07/07/19	1,405.00	Joshua Bowman
2170801	First Midwest Bank of P.B.	1.65	07/11/97	07/30/19	10,925.00	Mabel Swindel
21024477	US Bank of Poplar Bluff	0.25	08/22/89	08/22/19	10,000.00	Myrtle Rutland
8036	First Missouri State Bank	0.75	08/23/90	08/23/19	4,000.00	Jackie Watson
1721901	First Midwest Bank of P.B.	0.65	08/25/92	08/25/19	3,000.00	Odd Fellows
110270576	Southern Bank	0.85	08/27/85	08/28/19	5,000.00	Belle Hinrichs
14776	First Missouri State Bank	0.75	08/28/02	08/28/19	5,000.00	Helvey-Miller
218101	First Midwest Bank of P.B.	1.24	09/22/98	09/22/19	5,000.00	Jerome Burford
423137249	Regions Bank	0.01	05/12/88	10/06/19	2,833.00	Combined Sch
423137256	Regions Bank	0.01	05/12/88	10/06/19	1,024.34	Fred Morrow
24325	First Midwest Bank of P.B.	0.65	10/15/99	10/15/19	10,324.77	Norman Gamblin
2197201	First Midwest Bank of P.B.	0.65	10/31/97	10/31/19	1,065.00	Gertrude Cox
23353	First Midwest Bank of P.B.	1.24	11/06/00	11/06/19	4,000.00	Coll. Achievement
1014001	First Midwest Bank of P.B.	1.00	11/06/89	11/06/19	5,000.00	Charlotte Stone
423135367	Regions Bank	0.10	11/18/04	11/18/19	1,106.64	Betty Waldrop
21028354	US Bank of Poplar Bluff	0.40	12/03/91	12/03/19	2,310.00	C.T. McDaniel
423135383	Regions Bank	1.49	12/04/04	12/04/19	1,650.00	R. Couperus
10369	First Missouri State Bank	1.10	12/05/95	12/05/19	5,000.00	Helvey-Miller
451038849	US Bank of Poplar Bluff	0.40	12/08/99	12/08/19	1,110.00	C.T. McDaniel
451034787	US Bank of Poplar Bluff	0.50	06/09/97	12/09/19	1,000.00	Wm. D. Becker
2017004259	Commerce Bank	0.30	12/09/89	12/09/19	1,000.00	P.I. Church
2016012160	Commerce Bank	0.25	12/11/91	12/11/19	7,700.00	Bill Vinson
11129	First Missouri State Bank	1.10	12/12/96	12/12/19	6,131.36	Kim Mosley
43712	First Midwest Bank of P.B.	0.85	04/27/09	12/14/19	67,447.79	Holder-Rowland
5016847453	Commerce Bank	0.25	12/22/97	12/22/19	10,000.00	Harold Prim
2213401	First Midwest Bank of P.B.	0.85	01/08/98	01/08/20	10,000.00	Jerome Burford
423137157	Regions Bank	1.24	01/14/85	01/14/20	2,500.00	Dr. Miller
21031513	US Bank of Poplar Bluff	0.25	01/19/95	01/19/20	12,868.64	Kim Mosley
2012008112	Commerce Bank	0.30	08/11/92	02/11/20	1,000.00	Myra C. Hays
352394707389	US Bank of Poplar Bluff	0.25	08/19/88	02/18/20	2,061.55	James Warren
63761112	US Bank of Poplar Bluff	0.25	02/23/89	02/22/20	2,500.00	A. Garner
2224601	First Midwest Bank of P.B.	1.05	02/25/98	02/25/20	1,658.87	Missy Braden
2136801	First Midwest Bank of P.B.	1.05	03/05/97	03/05/20	5,000.00	Thelma Jackson
2017004363	Commerce Bank	0.30	03/30/88	03/30/20	10,000.00	Myrtle Corbett

THREE RIVERS COLLEGE  
CERTIFICATES OF DEPOSIT

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
5017843040	Commerce Bank	0.30	05/01/97	04/07/20	2,900.00	Miles Hays
20205	First Missouri State Bank	1.10	04/21/10	04/21/20	20,403.81	ICHE Scholarship
21033372	US Bank of Poplar Bluff	0.25	05/01/96	05/01/20	1,000.00	Kim Mosley
9525	First Missouri State Bank	1.10	05/06/93	05/06/20	2,000.00	Carl Wiseman
25103	First Midwest Bank of P.B.	1.74	05/14/99	05/14/20	5,000.00	Thelma Jackson
2016007496	Commerce Bank	0.25	05/14/90	05/14/20	3,835.00	Bill Vinson
21031218	US Bank of Poplar Bluff	0.25	05/15/94	05/15/20	2,192.00	Greg Starnes
2038701	First Midwest Bank of P.B.	1.30	05/16/96	05/16/20	5,000.00	Thelma Jackson
21028105	US Bank of Poplar Bluff	0.25	05/22/91	05/22/20	29,782.32	Myrtle Rutland
21028106	US Bank of Poplar Bluff	0.25	05/22/91	05/22/20	20,000.00	Myrtle Rutland
7236	First Missouri State Bank	1.10	05/26/89	05/26/20	16,350.00	Jackie Watson
110260320	Southern Bank	0.85	06/02/86	06/02/20	1,000.00	Hulen Spencer
2016012267	Commerce Bank	0.25	06/04/92	06/04/20	2,350.00	Bill Vinson
110239662	Southern Bank	1.00	01/05/91	01/05/21	1,412.53	Bulow Mem.
63760768	US Bank of Poplar Bluff	1.24	03/06/89	03/05/21	6,468.04	Butler Co Co-op
63760695	US Bank of Poplar Bluff	1.73	04/04/85	04/05/21	1,001.63	Lonnie Davis
2018004893	Commerce Bank	0.35	04/10/88	04/10/21	3,000.00	Myra C. Hays
2012008906	Commerce Bank	0.30	05/11/81	05/11/21	4,526.11	P.C. Hays, Sr.
423137173	Regions Bank	0.15	12/09/85	12/09/21	5,000.00	Mary Hinrichs
110274305	Southern Bank	0.90	05/30/86	06/30/22	5,200.00	Mabel Swindel
2019003547	Commerce Bank	0.40	07/08/90	07/08/22	4,000.00	P.C. Hays, Jr.

Total Endowment CD's

\$ 377,347.37

Three Rivers College  
CD Report  
As of June 30, 2019

Investment CDs
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**Bank Account Interest Rate**

Bank	Account	Interest Rate
Southern Bank	all except Federal Funds	1.50%

**CDs Maturing**

Bank	Certificate Number	Maturity Date	Amount

**Responses**

Bank	Contact	Comment	Amount	3 months	6 months	9 months	10 months	1 year

**CDs Transferred**

Endowment CDs Transferred to Endowment Trust
--

**CDs Maturing**

Bank	Certificate Number	Endowment	Maturity Date	Amount
<b>Total</b>				-

THREE RIVERS COLLEGE  
CERTIFICATES OF DEPOSIT

**CERTIFICATES OF DEPOSIT AS OF July 31, 2019**

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
17002	Bank of Grandin	2.25	08/14/19	12 mths	1,322,292.42	Contingency
22132	First Missouri State Bank	1.89	11/01/19	12 mths	104,328.96	Contingency
16126	Bank of Grandin	3.50	02/22/20	12 mths	143,732.70	Contingency
17101	Bank of Grandin	2.90	04/01/20	12 mths	1,500,000.00	Contingency
17103	Bank of Grandin	2.90	04/01/20	12 mths	1,500,000.00	Contingency
22223	First Missouri State Bank	2.92	04/02/20	12 mths	1,000,000.00	Contingency
Total Unrestricted Designated Reserves					\$ 5,570,354.08	

**SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF July 31, 2019**

21024477	US Bank of Poplar Bluff	0.25	08/22/89	08/22/19	10,000.00	Myrtle Rutland
8036	First Missouri State Bank	0.75	08/23/90	08/23/19	4,000.00	Jackie Watson
1721901	First Midwest Bank of P.B.	0.65	08/25/92	08/25/19	3,000.00	Odd Fellows
110270576	Southern Bank	0.85	08/27/85	08/28/19	5,000.00	Belle Hinrichs
14776	First Missouri State Bank	0.75	08/28/02	08/28/19	5,000.00	Helvey-Miller
218101	First Midwest Bank of P.B.	1.24	09/22/98	09/22/19	5,000.00	Jerome Burford
423137249	Regions Bank	0.01	05/12/88	10/06/19	2,833.00	Combined Sch
423137256	Regions Bank	0.01	05/12/88	10/06/19	1,024.34	Fred Morrow
24325	First Midwest Bank of P.B.	0.65	10/15/99	10/15/19	10,324.77	Norman Gamblin
2197201	First Midwest Bank of P.B.	0.65	10/31/97	10/31/19	1,065.00	Gertrude Cox
23353	First Midwest Bank of P.B.	1.24	11/06/00	11/06/19	4,000.00	Coll. Achievement
1014001	First Midwest Bank of P.B.	1.00	11/06/89	11/06/19	5,000.00	Charlotte Stone
423135367	Regions Bank	0.10	11/18/04	11/18/19	1,106.64	Betty Waldrop
21028354	US Bank of Poplar Bluff	0.40	12/03/91	12/03/19	2,310.00	C.T. McDaniel
423135383	Regions Bank	1.49	12/04/04	12/04/19	1,650.00	R. Couperus
10369	First Missouri State Bank	1.10	12/05/95	12/05/19	5,000.00	Helvey-Miller
451038849	US Bank of Poplar Bluff	0.40	12/08/99	12/08/19	1,110.00	C.T. McDaniel
451034787	US Bank of Poplar Bluff	0.50	06/09/97	12/09/19	1,000.00	Wm. D. Becker
2017004259	Commerce Bank	0.30	12/09/89	12/09/19	1,000.00	P.I. Church
2016012160	Commerce Bank	0.25	12/11/91	12/11/19	7,700.00	Bill Vinson
11129	First Missouri State Bank	1.10	12/12/96	12/12/19	6,131.36	Kim Mosley
43712	First Midwest Bank of P.B.	0.85	04/27/09	12/14/19	67,447.79	Holder-Rowland
5016847453	Commerce Bank	0.25	12/22/97	12/22/19	10,000.00	Harold Prim
2213401	First Midwest Bank of P.B.	0.85	01/08/98	01/08/20	10,000.00	Jerome Burford
423137157	Regions Bank	1.24	01/14/85	01/14/20	2,500.00	Dr. Miller
21031513	US Bank of Poplar Bluff	0.25	01/19/95	01/19/20	12,868.64	Kim Mosley
2012008112	Commerce Bank	0.30	08/11/92	02/11/20	1,000.00	Myra C. Hays
352394707389	US Bank of Poplar Bluff	0.25	08/19/88	02/18/20	2,061.55	James Warren
63761112	US Bank of Poplar Bluff	0.25	02/23/89	02/22/20	2,500.00	A. Garner
2224601	First Midwest Bank of P.B.	1.05	02/25/98	02/25/20	1,658.87	Missy Braden
2136801	First Midwest Bank of P.B.	1.05	03/05/97	03/05/20	5,000.00	Thelma Jackson
2017004363	Commerce Bank	0.30	03/30/88	03/30/20	10,000.00	Myrtle Corbett
5017843040	Commerce Bank	0.30	05/01/97	04/07/20	2,900.00	Miles Hays
20205	First Missouri State Bank	1.10	04/21/10	04/21/20	20,403.81	ICHE Scholarship
21033372	US Bank of Poplar Bluff	0.25	05/01/96	05/01/20	1,000.00	Kim Mosley
9525	First Missouri State Bank	1.10	05/06/93	05/06/20	2,000.00	Carl Wiseman
25103	First Midwest Bank of P.B.	1.74	05/14/99	05/14/20	5,000.00	Thelma Jackson

THREE RIVERS COLLEGE  
CERTIFICATES OF DEPOSIT

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
2016007496	Commerce Bank	0.25	05/14/90	05/14/20	3,835.00	Bill Vinson
21031218	US Bank of Poplar Bluff	0.25	05/15/94	05/15/20	2,192.00	Greg Starnes
2038701	First Midwest Bank of P.B.	1.30	05/16/96	05/16/20	5,000.00	Thelma Jackson
21028105	US Bank of Poplar Bluff	0.25	05/22/91	05/22/20	29,782.32	Myrtle Rutland
21028106	US Bank of Poplar Bluff	0.25	05/22/91	05/22/20	20,000.00	Myrtle Rutland
7236	First Missouri State Bank	1.10	05/26/89	05/26/20	16,350.00	Jackie Watson
110260320	Southern Bank	0.85	06/02/86	06/02/20	1,000.00	Hulen Spencer
2016012267	Commerce Bank	0.25	06/04/92	06/04/20	2,350.00	Bill Vinson
5016848212	Commerce Bank	0.25	06/23/98	06/23/20	7,843.17	Louise Spradling
21030291	US Bank of Poplar Bluff	0.25	07/07/93	07/07/20	1,405.00	Joshua Bowman
2170801	First Midwest Bank of P.B.	1.74	07/11/97	07/30/20	10,925.00	Mabel Swindel
110239662	Southern Bank	1.00	01/05/91	01/05/21	1,412.53	Bulow Mem.
63760768	US Bank of Poplar Bluff	1.24	03/06/89	03/05/21	6,468.04	Butler Co Co-op
63760695	US Bank of Poplar Bluff	1.73	04/04/85	04/05/21	1,001.63	Lonnie Davis
2018004893	Commerce Bank	0.35	04/10/88	04/10/21	3,000.00	Myra C. Hays
2012008906	Commerce Bank	0.30	05/11/81	05/11/21	4,526.11	P.C. Hays, Sr.
63760632	US Bank of Poplar Bluff	1.54	07/02/89	07/01/21	1,226.80	A. Garner
423137173	Regions Bank	0.15	12/09/85	12/09/21	5,000.00	Mary Hinrichs
110274305	Southern Bank	0.90	05/30/86	06/30/22	5,200.00	Mabel Swindel
2019003547	Commerce Bank	0.40	07/08/90	07/08/22	4,000.00	P.C. Hays, Jr.

Total Endowment CD's

\$ 372,113.37

Three Rivers College  
CD Report  
As of July 31, 2019

Investment CDs
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**Bank Account Interest Rate**

Bank	Account	Interest Rate
Southern Bank	all except Federal Funds	1.50%

**CDs Maturing**

Bank	Certificate Number	Maturity Date	Amount

**Responses**

Bank	Contact	Comment	Amount	3 months	6 months	9 months	10 months	1 year

**CDs Transferred**

Endowment CDs Transferred to Endowment Trust
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**CDs Maturing**

Bank	Certificate Number	Endowment	Maturity Date	Amount
US Bank	451028956	William Becker	7/2/2019	5,234.00
<b>Total</b>				<b>5,234.00</b>

**THREE RIVERS COMMUNITY COLLEGE**  
**Summary of Checks Issued**  
**Months of June & July 2019**

Current Fund:	General Fund - Southern Bank	\$ 1,984,122.88
	Electronic Student Refunds - Higher One	<u>160,576.69</u>
	Total Current Fund	2,144,699.57
Housing Fund:	Rivers Ridge - Southern Bank	61,944.19
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>23,272.70</u>
	Grand Total	<u><u>\$ 2,229,916.46</u></u>

This is to certify that the above is supported by invoices, purchase orders, and other pertinent data on file in the College Financial Service Office. Approved by the Board of Trustees, this 21st day of August 2019.

\_\_\_\_\_ Chairman, Board of Trustees

\_\_\_\_\_ Secretary, Board of Trustees

**THREE RIVERS COLLEGE  
 BID REPORT  
 AS OF AUGUST 13, 2019**

**Housing Apartment Cleaning**

Status: Closed  
 Open Date: 5/17/2019  
 Close Date: 5/29/2019  
 Funding Source: Housing  
 Bids Submitted:

M & R Hard Surface Restoration	Poplar Bluff, MO
SEMO Carpet Doctor	Poplar Bluff, MO
C. E. Berry Janitorial Service	Overland, MO
SG360	Caruthersville, MO

Bid Awarded: Yes M & R Hard Surface Restoration \$285.00 / unit

**Housing Flooring Replacement**

Status: Closed  
 Open Date: 5/28/2019  
 Close Date: 6/11/2019  
 Funding Source: Housing  
 Bids Submitted:

Pack's Do it Center/Bill Pierce	Poplar Bluff, MO
Garett Hutchcraft Construction, LLC	Dexter, MO

Bid Awarded: Yes Pack's Do it Center/Bill Pierce \$ 15,079.40

**Westover Entrance Canopy**

Status: Closed  
 Open Date: 5/25/2019  
 Close Date: 6/6/2019  
 Funding Source: General  
 Bids Submitted:

Sides Construction	Jackson, MO
RLP	Poplar Bluff, MO

Bid Awarded: Yes Sides Construction \$ 79,333.00

**Barn Roof**

Status: Closed  
 Open Date: 6/19/2019  
 Close Date: 7/3/2019  
 Funding Source: General  
 Bids Submitted:

Clinton Construction	Greenville, MO
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Bid Awarded: Yes Clinton Construction \$ 45,500.00

**Crisp Metal Building and Foundation**

Status: Closed  
 Open Date: 6/26/2019  
 Close Date: 7/16/2019  
 Funding Source: State Appropriation  
 Bids Submitted:

Sides Construction	Jackson, MO
RLP	Poplar Bluff, MO

Bid Awarded: Yes Sides Construction \$ 501,000.00

**Crisp Mechanical, Electrical and Plumbing**

Status: Closed  
 Open Date: 6/26/2019  
 Close Date: 7/17/2019  
 Funding Source: State Appropriation  
 Bids Submitted:

Sides Construction	Jackson, MO
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Bid Awarded: No

**Crisp Architectural**

Status: Closed  
 Open Date: 6/26/2019  
 Close Date: 7/18/2019  
 Funding Source: State Appropriation  
 Bids Submitted:

Sides Construction	Jackson, MO
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Bid Awarded: No

**Integrated Pest Management**

Status: Closed  
 Open Date: 7/29/2019  
 Close Date: 8/8/2019  
 Funding Source: General Revenue  
 Bids Submitted:

The Bug Guy	Marquand, MO
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Bid Awarded: No

**Westover Roof**

Status: Open  
 Open Date: 7/29/2019  
 Close Date: 8/19/2019  
 Funding Source: General  
 Bids Submitted: N/A  
 Bid Awarded: N/A



## CONSIDERATION OF APPROVAL FOR INTEGRATED PEST MANAGEMENT SERVICES

### BACKGROUND INFORMATION

### HISTORY

The College advertised for bids for Integrated Pest Management Services. Responses were received as follows:

Bidders Meeting Bid Specifications:

<u>Name of Company</u>	<u>Amount of Bid</u>	<u>Pricing Notes</u>
Bug Guy Pest Services LLC		
TRC - Poplar Bluff Campus	\$400.00	All Inclusive
TRC - Rivers Ridge Housing	\$150.00	All Inclusive
TRC - Westwood Chapel and Ballroom	\$120.00	All Inclusive
TRC - Kennett	\$80.00	All Inclusive
TRC - Sikeston	\$80.00	All Inclusive
<b>Total</b>	<b>\$830.00</b>	

### FINANCIAL IMPLICATIONS

Currently we are paying \$800/month for pest management services. By awarding the Bug Guy Pest Services LLC a three year contract we will see a cost increase of \$30/month or \$1,080.00 over the course of the contract.

### ADMINISTRATIVE RECOMMENDATIONS

As the incumbent, Bug Guy Pest Services LLC, has proven to be dependable, willing and able to cover our needs as it pertains to this service. It is recommended that the College accept the bid from Bug Guy Pest Services LLC.

## **August 2019 President's Report**

- Construction Update
  - Crisp Technology Center Expansion
  - Welcome Center Canopy
  
- Convocation – August 12
- SEMO Articulation Agreement Signing – August 13
- Hemp Event – August 14
- Holigan Meet and Greet – August 15
- First Day of Fall Semester – August 18
  
- Upcoming Events
  - Farm Day for the Athletes – September 8
  - Meet the Raiders – September 9

**THREE RIVERS COLLEGE  
FINANCIAL POLICY**

Section: 3000 Financial	
Sub Section: 3800 Purchasing	
Title: FP 3801 Purchasing	Page 1 of 2
Associated Regulations: FR 3805 Bidding Thresholds; FR 3810 Purchasing Approval; FR 3860 College Hosted Meals; FR 3650 Receiving	
References: RSMO 34.044, 1 CSR 40-1(4); CFR 2 Section 200.321	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-19-2017	Last Revision: 08-21-2019

Three Rivers College Board of Trustees authorizes the College President to administer the purchasing policy in accordance with state and federal laws. The Board of Trustees hereby designates the College President to make decisions on behalf of the college, regarding the letting of bids for purchasing decisions, as required by state statute.

The Chief Financial Officer provides oversight to ensure a uniform and systematic method of purchasing the goods and services required by the college, to define the responsibilities and authority of the purchasing personnel and to ensure the purchasing requirements and limitations imposed by applicable law are enforced.

The purchasing policy includes the procurement of goods and services that meet institutional needs at the lowest possible cost consistent with the quality needed for the proper operation of the various college departments. In general, purchases are handled in a manner that creates the greatest value per dollar expended. If applicable, the bidding process must be completed and approved by the Board of Trustees prior to committing funds for College purchases.

The Chief Financial Officer is responsible to ensure that all purchases incurred are made in accordance with the college's purchasing policies, regulations, and practices. Therefore, all budget managers and other departmental staff involved in purchasing are required to be aware of the guidelines as set forth in college policy, regulation, and practice. This policy applies to all budgets administered by the college regardless of source of funds.

**THREE RIVERS COLLEGE  
FINANCIAL POLICY**

Section: 3000 Financial	
Sub Section: 3800 Purchasing	
Title: FP 3801 Purchasing	Page 2 of 2
Associated Regulations: FR 3805 Bidding Thresholds; FR 3810 Purchasing Approval; FR 3860 College Hosted Meals; FR 3650 Receiving	
References: RSMO 34.044, 1 CSR 40-1(4); CFR 2 Section 200.321	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-19-2017	Last Revision: 08-21-2019

**DOCUMENT HISTORY:**

**04-19-2017:** Initial approval of policy FP 3801 Purchasing.

**08-21-2019:** Added clarification regarding the bidding process.

**THREE RIVERS COLLEGE  
GENERAL ADMINISTRATION POLICY**

Section: 1000 General Administration	
Sub Section: 1300 Public Relations and Information	
Title: GAP 1310 College Communications	Page 1 of 2
Associated Policy: GAP 1320 Consumer Protection	
Associated Regulations: GAR 1310 College Communications; GAR 1315 Social Media	
References:	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 02-18-2010	Last Revision: 08-21-2019

Three Rivers College ensures that accurate, appropriate, and timely information is available to current and prospective students, as well as members of the College community. The Communications Department has a process for the development and review of the electronic and printed forms of marketing, promotional, and recruitment materials; college publications; and other public-facing information.

All public-facing College information must be approved by the Communications Department prior to dissemination. College information is made available through, but not limited to the College catalog, website, social media, handbooks, advertising, and recruitment materials. All proposed content must be approved by the College President or his/her designee. Please refer to the associated regulation, GAR 1310 College Communications for more information.

All College-related text, images, logos, watermarks, and other College-branded materials are the sole property of and/or are licensed to the College. Therefore, these materials must not be reproduced in any manner without authorization from the Communications Department.

The College President is the official spokesperson of the College. No other individual is authorized to act as an official spokesperson for the College, or present themselves as speaking for the College without the prior authorization of the College President. All media inquiries should be directed to the Communications Department to provide information and facilitate the scheduling of interviews, as needed.

The Communications Department handles all press releases and announcements concerning the College.

Permission to send mass emails using the “everyone” email groups must be approved by the Office of the President or his/her designee.

**THREE RIVERS COLLEGE  
GENERAL ADMINISTRATION POLICY**

Section: 1000 General Administration	
Sub Section: 1300 Public Relations and Information	
Title: GAP 1310 College Communications	Page 2 of 2
Associated Policy: GAP 1320 Consumer Protection	
Associated Regulations: GAR 1310 College Communications; GAR 1315 Social Media	
References:	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 02-18-2010	Last Revision: 08-21-2019

**DOCUMENT HISTORY:**

- 02-18-2010:** Initial approval of policy GAP 1310 College Communications.
  
- 09-21-2016:** The College Board of Trustees approved the name change of the College from Three Rivers Community College to Three Rivers College.
  
- 09-20-2017:** Edits for clarification and better alignment with the Communications Regulation(s); GAR 1310 College Communications and GAR 1315 Social Media.
  
- 08-21-2019:** Communications departmental review include edits for clarification and inclusion of College Policy GAP 1320 Consumer Protection.

**THREE RIVERS COLLEGE  
PERSONNEL POLICY**

Section: 4000 Personnel	
Sub Section: 4100 Employment	
Title: PP 4180 Outside Employment	Page 1 of 2
Associated Regulation:	
Associated Policies: GAP 1205 Code of Ethics; PP 4840 Conflicts of Interest	
References:	
Supersedes: 4.11	
Responsible Administrator: College President	
Initial Approval: 04-19-2011	Last Revision: 08-21-2019

Employees are expected to perform their work efficiently and effectively at all times. While work outside of the college is not prohibited, outside employment must not conflict with hours of work for which they are paid by the College. Employees engaged in outside employment must submit the Notification of Outside Employment Form to their supervisor for approval prior to accepting said employment and annually thereafter if said employment continues. A current form must be filed with the Office of Human Resources no later than June 30<sup>th</sup> of each year.

Outside employment and activities which negatively affect an employee's work responsibilities, creates a conflict with the College, competes directly with the College, or is in conflict with the mission or standards of the College are not permitted. Employees shall not engage in outside employment or business opportunities, for themselves or another employer, which may conflict or interfere with their position at the College. Employees whose current work status with the College is extended sick leave, FMLA leave, worker's compensation leave or restricted duty shall not engage in outside employment.

The use of college equipment, facilities or materials for outside employment or personal gain is strictly prohibited.

**THREE RIVERS COLLEGE  
PERSONNEL POLICY**

Section: 4000 Personnel	
Sub Section: 4100 Employment	
Title: PP 4180 Outside Employment	Page 2 of 2
Associated Regulation:	
Associated Policies: GAP 1205 Code of Ethics; PP 4840 Conflicts of Interest	
References:	
Supersedes: 4.11	
Responsible Administrator: College President	
Initial Approval: 04-19-2011	Last Revision: 08-21-2019

**DOCUMENT HISTORY:**

- 04-19-2011:** Initial approval of policy PP 4180 Outside Employment.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 08-21-2019:** Clarification of supervisor approval and notification to the Office of Human Resources for outside employment.



## Notification of Outside Employment Form

Please complete the following form as notification of outside employment in compliance with college policy 4180 Outside Employment.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Title: \_\_\_\_\_

I hereby make notification to engage in outside employment as described:

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Nature of employment:

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Benefit to my role at the college: \_\_\_\_\_

Time Required: \_\_\_\_\_

I understand that the policies and regulations of the college forbids me from engaging in outside employment or business opportunities, for myself or another employer, which may conflict or interfere with my position at the college. Additionally, I understand that using college equipment, facilities or materials for outside employment or personal gain is strictly prohibited.

I understand and agree that outside employment shall not be engaged in if my work for the college suffers or my current work status is extended sick leave, FMLA leave, worker's compensation leave or restricted duty. I hereby agree to comply with the policies and regulations of the college and understand that non-compliance could result in disciplinary action up to and including termination of employment.

Employee Signature

Date

Supervisor Signature

Date

Cabinet Signature

Date

Filed with the Office of Human Resources

Date

**THREE RIVERS COLLEGE  
GENERAL ADMINISTRATION POLICY**

Section: 1000 General Administration	
Sub Section: 1300 Public Relations and Information	
Title: GAP 1320 Consumer Protection	Page 1 of 3
Associated Regulations: GAR 1310 College Communications; GAR 1315 Social Media; SR 2210 Admission Requirements; SR 2740 Student Rights and Responsibilities; FR 3109 Student Refunds; SR 2750 Return of Title IV Information; SR 2140 Student Appeals	
References: Higher Learning Commission Policy on Student Consumer Protection; 9/1/2019	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer; Chief Student Services Officer	
Initial Approval: 08-21-2019	Last Revision:

Three Rivers College ensures that accurate, appropriate, and timely information is available to current and prospective students, as well as members of the College community. The College treats its students ethically, respectfully, and professionally in marketing, recruiting, and admissions practices so students may make informed enrollment decisions without undue pressure. Prior to enrolling a prospective student, the College ensures students have sufficient time to review the institution’s policies and procedures, to understand the amount of federal, state, and institutional financial aid the student is eligible to receive, and to learn how many credits, if any, will transfer and whether they will be applied. The College maintains compliance with all accreditation, state, federal, regional, and local regulatory requirements regarding public relations and communications information for higher education.

Three Rivers College does not use aggressive or unfair marketing and recruiting practices. The College prohibits the use of high pressure tactics to induce a prospective student to register by a specific deadline with the promise of free cash, goods, or services outside of regular scholarship funds, institutional fee waivers, financial aid, or other normal institutional offerings; nor does the College provide prospective students with any guarantees of employment directly related to a student’s education.

College publications that include recruiting information containing job placement, salary, or student outcomes data must cite the source of the information and relevant explanatory information that makes the data clear to understand. Citations for student outcomes and surveys must clearly indicate the class and/or cohort and the publication date. All such information is maintained by the institution in the event that the Higher Learning Commission or other agency requests the data.

In no case may College personnel complete or sign an application on behalf of a prospective student. Students have the sole responsibility to register for each academic semester or term in which they are enrolled (SR 2210 Admission Requirements; SR 2740 Student Rights and Responsibilities). In no case does the College personnel complete a class registration for a student nor shall the College initiate an “automatic” registration for the next semester

**THREE RIVERS COLLEGE  
GENERAL ADMINISTRATION POLICY**

Section: 1000 General Administration	
Sub Section: 1300 Public Relations and Information	
Title: GAP 1320 Consumer Protection	Page 2 of 3
Associated Regulations: GAR 1310 College Communications; GAR 1315 Social Media; SR 2210 Admission Requirements; SR 2740 Student Rights and Responsibilities; FR 3109 Student Refunds; SR 2750 Return of Title IV Information; SR 2140 Student Appeals	
References: Higher Learning Commission Policy on Student Consumer Protection; 9/1/2019	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer; Chief Student Services Officer	
Initial Approval: 08-21-2019	Last Revision:

without a student’s consent, and must allow the student the option to cancel prior to being assessed tuition or fees for that semester/term (FR 3109 Student Refunds). The College honors a request from any prospective student to remove personal contact information such as the student’s name, physical address, email address, phone number, or text information that was collected through the admissions/recruiting process.

The Communications Department has a process for the development and review of the electronic and printed forms of marketing, promotional, and recruitment materials; college publications; and other public-facing information. This process ensures that all such information is accessible, accurate, and transparent to prospective students and the College community. Additionally, it must be approved by the Communications Department prior to dissemination. College information is made available through, but not limited to, the College Catalog, website, social media, academic program handbooks, advertising, and all marketing and recruitment materials (GAR 1310 College Communications, GAR 1315 Social Media).

The Communications Department coordinates all press releases and announcements concerning Three Rivers College. Additionally, Communications is responsible for College media relations, including the initial fielding of phone calls for the Office of the President from the media and reporters addressing questions regarding College activities, events, and issues.

**THREE RIVERS COLLEGE  
GENERAL ADMINISTRATION POLICY**

Section: 1000 General Administration	
Sub Section: 1300 Public Relations and Information	
Title: GAP 1320 Consumer Protection	Page 3 of 3
Associated Regulations: GAR 1310 College Communications; GAR 1315 Social Media; SR 2210 Admission Requirements; SR 2740 Student Rights and Responsibilities; FR 3109 Student Refunds; SR 2750 Return of Title IV Information; SR 2140 Student Appeals	
References: Higher Learning Commission Policy on Student Consumer Protection; 9/1/2019	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer; Chief Student Services Officer	
Initial Approval: 08-21-2019	Last Revision:

**DOCUMENT HISTORY:**

**08-21-2019:** Initial approval of Policy GAP 1320 Consumer Protection based on the Higher Learning Commission Policy on Student Consumer Protection effective on 9/1/2019.

Consideration of Personnel Action  
Employment of Personnel  
Part-time EMS Secretary

**PERSONNEL DATA SHEET**

\_\_\_\_\_ Administrative Officer

\_\_\_\_\_ Professional Staff

\_\_\_\_\_ Faculty

X  Support Staff – replacement for Carmilita Walker

\_\_\_\_\_ Federal Program: \_\_\_\_\_

\_\_\_\_\_ Special Program \_\_\_\_\_

NAME: Christi Charles

POSITION TITLE: Part-time EMS Secretary

SALARY: \$10.44/hour

FULL-TIME \_\_\_\_\_ PART-TIME:  X

9 months \_\_\_\_\_ 10 months \_\_\_\_\_ 11 months \_\_\_\_\_ 12 months  X

Other: \_\_\_\_\_

STARTING DATE: July 29, 2019

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AAS	Northwest Arkansas Community College Bentonville, AR	Business-Accounting Technology

EXPERIENCE

<u>09/2005 – 04/2018</u>	<u>Northwest Arkansas Community College</u> <u>Bentonville, AR</u>	<u>Accounts Receivable Cashier;</u> <u>Accounts Receivable Tech</u>
<u>05/2004 – 06/2005</u>	<u>Montana State University</u> <u>Bozeman, MT</u>	<u>Cashier II</u>
<u>10/1998 – 05/2004</u>	<u>First Security Bank</u> <u>Bozeman, MT</u>	<u>Customer Service Rep</u>

(08/21/2019)

Consideration of Personnel Action  
Employment of Personnel  
Student Services Advisor II, Sikeston/Kennett

**PERSONNEL DATA SHEET**

\_\_\_\_\_ Administrative Officer

\_\_\_\_\_ Professional Staff

\_\_\_\_\_ Faculty

X  Support Staff – new position

\_\_\_\_\_ Federal Program: \_\_\_\_\_

X  Special Program  Private Grant – ROOTed

NAME:  Shane Howell

POSITION TITLE:  Student Services Advisor II, Sikeston/Kennett

SALARY:  \$14.44/hour

FULL-TIME  X  PART-TIME: \_\_\_\_\_

9 months \_\_\_\_\_ 10 months \_\_\_\_\_ 11 months \_\_\_\_\_ 12 months  X

Other: \_\_\_\_\_

STARTING DATE:  July 15, 2019

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AA	Jefferson College Hillsboro, MO	Liberal Arts
BS	Missouri Baptist University St. Louis, MO	Business Administration

EXPERIENCE

<u>10/2018 - present</u>	<u>Lowe's Inc.</u>	<u>Customer Service Associate</u>
	<u>Sikeston, MO</u>	
<u>01/2017 – 05/2018</u>	<u>Charleston Middle School</u>	<u>Computer Science Teacher</u>
	<u>Charleston, MO</u>	<u>Substitute Teacher</u>

(08/21/2019)

Consideration of Personnel Action  
Employment of Personnel  
Practical Nursing Instructor, Sikeston

**PERSONNEL DATA SHEET**

\_\_\_\_\_ Administrative Officer  
\_\_\_\_\_ Professional Staff  
 X  Faculty – new position  
\_\_\_\_\_ Support Staff  
\_\_\_\_\_ Federal Program: \_\_\_\_\_  
\_\_\_\_\_ Special Program \_\_\_\_\_

NAME:  Marsha Macke

POSITION TITLE:  Practical Nursing Instructor, Sikeston

SALARY:  \$46,932/year

FULL-TIME  X  PART-TIME: \_\_\_\_\_

9 months \_\_\_\_\_ 10 months \_\_\_\_\_ 11 months \_\_\_\_\_ 12 months  X

Other:  non-tenure track

STARTING DATE:  August 12, 2019

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
	Lutheran College of Nursing	RN/Nursing
	St. Louis, MO	
<u>BSN</u>	University of Phoenix	Nursing
	Phoenix, AZ (online)	

EXPERIENCE

<u>07/2011 - present</u>	<u>Southeast Health</u>	<u>Rapid Response Nurse</u>
	<u>Cape Girardeau, MO</u>	
<u>2008 – 2011</u>	<u>Auburn Surgery Center</u>	<u>Surgery Nurse</u>
	<u>Cape Girardeau, MO</u>	

(08/21/2019)

Consideration of Personnel Action  
Employment of Personnel  
Program Academic Advisor

**PERSONNEL DATA SHEET**

Administrative Officer  
 Professional Staff - replacement for Marsha Price  
 Faculty  
 Support Staff  
 Federal Program: Federal Funding  
 Special Program \_\_\_\_\_

NAME: Kelsey Williams

POSITION TITLE: Program Academic Advisor

SALARY: \$30,900/year

FULL-TIME  PART-TIME: \_\_\_\_\_

9 months \_\_\_\_\_ 10 months \_\_\_\_\_ 11 months \_\_\_\_\_ 12 months

Other: Federal grant funded position

STARTING DATE: July 15, 2019

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
BLS	Lincoln University Jefferson City, MO	Liberal Studies
MS	University of Central Missouri Warrensburg, MO	Kinesiology

EXPERIENCE

<u>08/2018 – 07/2019</u>	<u>John A. Logan College</u>	<u>Assistant Women's Basketball</u>
	<u>Carterville, IL</u>	<u>Coach</u>
<u>01/2019 – 05/2019</u>	<u>Saint Andrew School</u>	<u>PE Teacher</u>
	<u>Murphysboro, IL</u>	

(08/21/2019)



## **CONSIDERATION OF PERSONNEL ACTION**

Transfer of Position  
Science Lab Assistant to Instructor, Agriculture

## **BACKGROUND INFORMATION**

### **HISTORY**

With the resignation of Samantha Gerecke, the position of Instructor, Agriculture became available. This position was advertised and Ms. Traven Crocker applied and was interviewed for the position. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Traven Crocker to this position. Ms. Crocker will assume the duties, effective August 12.

## **FINANCIAL IMPLICATIONS**

This is a nine-month, faculty position.

## **ADMINISTRATIVE RECOMMENDATION**

Approve the internal transfer of Traven Crocker.

(8/21/2019)

## **CONSIDERATION OF PERSONNEL ACTION**

Transfer of Position  
Facilitator, Kennett to Student Services Advisor II

## **BACKGROUND INFORMATION**

### **HISTORY**

With the internal reorganization of Student Services and a focus on advising, the position of Student Services Advisor II became available. This position was advertised, and Ms. Fincher applied and was interviewed. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Haley Fincher to this position. Ms. Fincher will assume the duties, effective July 15.

## **FINANCIAL IMPLICATIONS**

This is a twelve-month, non-exempt staff position.

## **ADMINISTRATIVE RECOMMENDATION**

Approve the internal transfer of Haley Fincher.

(8/21/2019)

## **CONSIDERATION OF PERSONNEL ACTION**

Acceptance of Request for Retirement  
Associate Professor, Nursing

## **BACKGROUND INFORMATION** **HISTORY**

Debra Avery has been employed as a nursing faculty member since July 2008. She has submitted her request for retirement, effective with the end of the fall 2019 semester.

## **FINANCIAL IMPLICATIONS**

This is a ten-month, institutionally funded faculty position.

## **ADMINISTRATIVE RECOMMENDATION**

Accept Ms. Avery's request for retirement and proceed with review of the position and the appropriate replacement process.

(08/21/2019)

July 29, 2019

Dear Dr. Foster:

I plan to retire in December of this year, 2019. The last day of assigned work for this semester, will be my last workday. My official retirement date is January 1, 2020.

Sincerely,

A handwritten signature in cursive script that reads "Debra D. Avery". The signature is fluid and elegant, with the first letters of each word being capitalized and prominent.

Debra D. Avery

## **CONSIDERATION OF PERSONNEL ACTION**

Acceptance of Resignation  
Assistant Professor, Social Science

## **BACKGROUND INFORMATION** **HISTORY**

Ms. Kristy Niblock has been employed as a full-time faculty member since January 2012. Ms. Niblock has submitted her resignation, effective January 2020. All full-time faculty duties will complete with the end of the fall 2019 semester.

## **FINANCIAL IMPLICATIONS**

This is a full-time, nine-month, faculty position.

## **ADMINISTRATIVE RECOMMENDATION**

Accept Ms. Niblock's resignation and proceed with review of the position and the appropriate replacement process.

(08/21/2019)

# Three Rivers College

THE COMMUNITY COLLEGE OF SOUTHEAST MISSOURI

2080 THREE RIVERS BLVD | POPLAR BLUFF, MO 63901 | 877-879-8722 | TRCC.EDU

Kristy Niblock  
318 E. Henry St.  
Poplar Bluff, MO 63901  
573-840-9631  
[kniblock@trcc.edu](mailto:kniblock@trcc.edu)

07/15/2019

Dr. Wesley Payne  
President  
Three Rivers College  
2080 Three Rivers Blvd.  
Poplar Bluff, MO 63901

Dear Dr. Payne,

I am writing to inform you that I am resigning my position as Assistant Professor of Sociology in the Social Sciences department effective January 5<sup>th</sup>, 2020. While the decision to leave Three Rivers College (TRC) is not easy, I am resigning my position because I am moving out of state.

I am immensely grateful for the professional and personal development opportunities that TRC has offered me during my time here. I was given the opportunity to teach a large number of sociology courses in a multitude of delivery types, I was given the responsibility of curriculum development and development of master syllabi for the sociology and social work departments, and I was allowed to assist in the review, interview, hire, observation, and mentoring of sociology and social work adjunct instructors.

During my time at TRC, I was encouraged and given the opportunity to participate in workshops, webinars, and conferences. The College invested time and money in to improving the quality of my teaching through such professional development opportunities as the 6<sup>th</sup> Annual Quality Matters Conference, the 1<sup>st</sup> Annual SoftChalk Conference, the Quality Matters Peer Reviewer Online Workshop, the Project Teach Workshop, the Train the Observers Workshop, and both the 2<sup>nd</sup> and 3<sup>rd</sup> Annual Eastern Missouri Distance Learning Summit. This investment, along with a number of other opportunities presented to me along the way, has allowed me to become one of the top-rated quality instructors at the College. In my most recent classroom evaluation, Nicole Sifford wrote "I truly think of her as one of our best instructors."

I would also like to inform the College that I am working very hard to ensure that my replacement finds their transition as easy as possible. I have designed a quality course shell in both an online format and a face-to-face format for every course I teach and I will continue on to the latest rubric update for these courses throughout the upcoming semester. I have been updating textbooks and condensing all information associated with curriculum to one location and I am currently working on a packet pertaining to sociology and social work degree paths, internship opportunities, university transfers, etc. for my replacement to get a jumpstart with their advising knowledge.

Should it be in the best interest of the College, I would be thrilled to stay on as a faculty member in a fully online teaching position or an online adjunct position. Thank you for the opportunity to work at Three Rivers College. It has truly been a pleasure to work for this institution and the students we serve.

Kristy Niblock

## **CONSIDERATION OF PERSONNEL ACTION**

Acceptance of Resignation  
Assistant Professor, Industrial Technology

## **BACKGROUND INFORMATION** **HISTORY**

Mr. DeAndre' Prater has been employed as a full-time faculty member since August 2010. Mr. Prater has submitted his resignation, effective August 5. All full-time faculty duties were complete with the end of the spring 2019 semester.

## **FINANCIAL IMPLICATIONS**

This is a full-time, nine-month, faculty position.

## **ADMINISTRATIVE RECOMMENDATION**

Accept Mr. Prater's resignation and proceed with review of the position and the appropriate replacement process.

(08/21/2019)

# Professional Resignation Letter

DeAndre' Prater  
1509 South 11<sup>th</sup> St.  
Poplar Bluff, MO 63901

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7/22/19

Three Rivers College  
2080 Three Rivers Blvd.  
Poplar Bluff, MO 63901

Dear Dr. Payne:

Please accept the letter as my formal resignation from Assistant Professor, Engineering Technology at Three Rivers College, effective two weeks from today, 7/22/2019.

During my time at Three Rivers College (TRC), I have been fortunate for the opportunity to grow and learn more about the education industry and life. The schools' guidance and support have prepared me well for the future.

I hope that we will have opportunities to collaborate in the future.

Please let me know how I can be of help during the transition period. I wish TRC the very best going forward.

Sincerely,



DeAndre' Prater



**A G E N D A**  
**Executive Session**  
**Wednesday, August 21, 2019**

**I. Executive Session**

1. Personnel and any other matters covered by RSMo Section 610.021
2. Real Estate/Property and other matters covered by RSMo Section 610.021.2
3. Legal and other matters covered by RSMo Section 610.021.1

**II. Adjournment**

**THREE RIVERS COLLEGE  
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3100 Financial Management	
Title: FR 3142 Past Due Student Accounts	Page 1 of 2
Primary Policy: GAP 1101 Debts to College	
Associated Regulations: SR 2140 Student Appeals	
References: Mo ST. 32.385, Veterans Benefits and Transition Act of 2018 Section 103	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-19-2017	Last Revision: 06-19-2019

Three Rivers College in support of its educational mission is committed to the one concept of teaching the principles of personal integrity and responsibility to all persons engaged in learning activities at the college. One concept within this framework is the timely payment of debts when owed.

**Past Due Student Accounts**

Unpaid student balances will be transferred to the collection account 90 days after the last day of each semester. Notice will be sent thirty (30) days before the debt is transferred stating the college's intent to submit the debt to a collection agency or offset program. Three Rivers College reserves the right to withhold services, including but not limited to, issuance of official transcripts and registration until the student's past due balance is paid.

In compliance with the Veterans Benefits and Transition Act of 2018 Section 103, Three Rivers College will not withhold registration or transcripts from any student approved to receive funding under the GI Bill. Students receiving the GI Bill and experiencing a delay in payment being transmitted to their account need only submit proof of their eligibility to Financial Aid and/or Student Accounts to obtain access to registration and transcripts.

**Contestation of Charges**

Upon request, the Office of Student Accounts will provide an explanation of the amount owed and instructions on who to contact if additional information is needed. Charges that may need additional information include bookstore fines, returned financial aid, disputes over a withdrawal or drop date, and student housing charges. Erroneous charges will be corrected by the Office of Student Accounts. Charges may be appealed as outlined in SR 2140 Student Appeals. The collection process as outlined herein shall continue during the appeal process.

**Missouri Debt Offset Program**

The Missouri Debt Offset Program seizes any state tax refund due and sends this amount to the College to be applied to past due balances. This process will continue until the student's collection account balance has been cleared. The college reserves the right to transfer any collection account balance to a third-party collection agency.

**THREE RIVERS COLLEGE  
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3100 Financial Management	
Title: FR 3142 Past Due Student Accounts	Page 2 of 2
Primary Policy: GAP 1101 Debts to College	
Associated Regulations: SR 2140 Student Appeals	
References: Mo ST. 32.385, Veterans Benefits and Transition Act of 2018 Section 103	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-19-2017	Last Revision: 06-19-2019

**DOCUMENT HISTORY:**

- 04-19-2017:** Initial approval of regulation FR 3142 Past Due Student Accounts.
- 01-31-2018:** Clarification of procedure to withhold services if a bill remains past due.
- 06-19-2019:** Clarification added in relation to Veterans Benefits and Transition Act of 2018 Section 103.

**THREE RIVERS COLLEGE  
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3800 Purchasing	
Title: FR 3805 Bidding Thresholds	Page 1 of 4
Primary Policy: FP 3801 Purchasing	
References: RS Mo 34.044, 1 CSR 40-1(4); CFR 2 Section 200.321	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 09-08-2010	Last Revision: 08-21-2019

**Purpose**

To provide for a uniform and systematic method of purchasing the goods and services required by the college, to define the responsibilities and authority of the purchasing personnel and to advise of the purchasing requirements and limitations imposed by applicable law.

**Authority and Responsibility**

1. Authority to obligate institutional funds for purchases of supplies, materials, services, and equipment is granted solely to the cabinet members and their designees, unless otherwise specifically approved by the President of the College or the Board of Trustees.
2. All purchases shall be made with regard to Federal, state, and local laws and guidelines.
3. All purchases shall be handled in accordance with generally accepted governmental auditing standards (GAGAS) and be substantiated with the necessary records to satisfy audit and inventory requirements and all applicable law.
4. This policy applies to all budgets administered by the college regardless of source of funds.

**Procedures**

The following guiding principles apply to purchasing supplies and equipment:

- a. Sealed bids shall be received on all purchases equal to or greater than \$10,000.00. Electronic mail may be used to send and receive bids. Bidders will be given the option to return a bid by e-mail, fax or mailed hard-copy as specified by the bid, with the time and date for response included in the bid. The Purchasing Department is responsible for insuring that the purchase is not split into components of less than \$10,000 for the purpose of circumventing the college's bidding requirements.
- b. Purchases between \$2,000.00 and \$9,999.99 shall be purchased on a competitive quotation basis. For purchases in the amount of \$2,000.00 and \$9,999.99, electronic or written quotes may be taken. When appropriate, the requestor can assist the purchasing department by obtaining competitive quotes from vendors and attaching the quotes to the Purchase Request Form. A minimum of three documented, competitive quotes are required.

**THREE RIVERS COLLEGE  
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3800 Purchasing	
Title: FR 3805 Bidding Thresholds	Page 2 of 4
Primary Policy: FP 3801 Purchasing	
References: RS Mo 34.044, 1 CSR 40-1(4); CFR 2 Section 200.321	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 09-08-2010	Last Revision: 08-21-2019

- c. The Cabinet Members may waive the requirement of competitive bids or proposals for products/services when he/she has determined that there exists a threat to life, property, public health or public safety or when immediate expenditure is necessary for repairs to college property in order to protect against further loss or loss of, or damage to, college property, to prevent or minimize serious disruption of college services, to ensure the integrity of college records or any other situation which may result in a hardship for the college.
- d. The Cabinet Members may waive the requirement of competitive bids or proposals for products/services when he/she has determined there is only a single feasible source for the products/services. The college shall follow the criteria delineated in section 34.044 RSMo and 1 CSR 40-1(4).
- e. When there are federal funds, the College adheres to Uniform Guidance, CFR 2 Section 200.321 to advertise bidding opportunities for contracts with small and minority businesses, women’s business enterprises, and labor surplus area firms.
- f. Bids or quotations may be received from vendors located within and without the college district.
- g. Vendors shall be requested to submit all bids in a uniform manner.
- h. The college will normally award contracts to the vendor submitting the lowest bid that meets all requirements of the bid specifications. However, the college reserves the right to reject any and all bids. In the event of like quotations, purchases shall be made from the vendor the college determines is likely to provide the best service to the college. Other factors being equal, preference will be given to vendors whose primary place of business is within the college’s taxing district.
- i. Purchases made through cooperative procurement agreements with the State of Missouri, its agencies, or educationally related associations are considered to be pre-bid by those groups and are not subject to the specific bidding requirements set forth herein.

**THREE RIVERS COLLEGE  
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3800 Purchasing	
Title: FR 3805 Bidding Thresholds	Page 3 of 4
Primary Policy: FP 3801 Purchasing	
References: RS Mo 34.044, 1 CSR 40-1(4); CFR 2 Section 200.321	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 09-08-2010	Last Revision: 08-21-2019

**Opening Bids**

Prior to the Board of Trustees monthly meeting at which formal bids are to receive official authorization, the College President or his/her delegated agent is authorized to open bids and tabulate results for Board of Trustees consideration. The bidding process must be completed and approved by the Board of Trustees prior to committing funds for College purchases.

Absent an emergency, a purchase recommendation should be presented to the College President for his/her review no later than five working days before the Board of Trustees monthly meeting.

**THREE RIVERS COLLEGE  
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3800 Purchasing	
Title: FR 3805 Bidding Thresholds	Page 4 of 4
Primary Policy: FP 3801 Purchasing	
References: RS Mo 34.044, 1 CSR 40-1(4); CFR 2 Section 200.321	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 09-08-2010	Last Revision: 08-21-2019

**DOCUMENT HISTORY:**

- 09-08-2010:** Initial approval of regulation FR 3150 Bidding Thresholds.
- 09-01-2016:** Revision of sub section number 3100 Financial Management to 3800 Purchasing to provide proper alignment, resulted in change to the title number FR3150 to FR3805.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 08-21-2019:** Added clarifying statements for the bidding process and compliance.

**THREE RIVERS COLLEGE  
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3100 Financial Management	
Title: FR 3810 Purchasing Approval	Page 1 of 3
Primary Policy: FP 3801 Purchasing	
Associated Regulations: FR 3650 Receiving	
References: 29 CFR 95.13 Debarment and Suspension; UG 200.212; CFR 2 Section 200.321	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 07-14-2010	Last Revision: 08-21-2019

Three Rivers College has instituted a centralized purchasing procedure. This enables the college to receive bulk pricing, state contract bids, and the convenience of combining shipments. This system also streamlines the purchasing procedure, reduces the paperwork burden, and provides for a better method of tracking all purchasing and receiving.

**Prior approval through the purchase order (PO) process is required for all purchases.**

The purchase order is the legal document authorizing the purchase of and subsequent payment for materials and services ordered by the college. The PO Number is the control and reference number for all college purchases, and it is to be entered on all receiving documents, invoices, and inquiries pertaining to items ordered.

Through the centralized purchasing procedure, purchase orders are forwarded to the Director of Procurement and Risk Management to place the order with the vendor. If there are any questions regarding your request, you will be contacted for more information. In certain circumstances, such as the specialized nature of certain purchases, employees may receive an approved PO via interoffice mail for the order to be placed by the employee.

All activities paid with federal funds require a review of eligibility on SAM.gov. The Director of Procurement and Risk Management will review SAM.gov to ensure that sub-awardees and contractors for goods and services have not been debarred or suspended from receiving Federal Funds (29 CFR 95.13 Debarment and Suspension also, UG 200.212) The SAM.gov verification form will be downloaded and saved on file as supporting documentation.

**Purchase approval MUST be obtained before any goods or services are ordered.**

The Purchasing Office assumes that no orders have been placed with vendors for pending purchase order requests. No reimbursement will be provided to any college personnel for orders placed without an approved purchase order. If applicable, the bidding process must be completed and approved by the Board of Trustees prior to committing funds for College purchases.



**THREE RIVERS COLLEGE  
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3100 Financial Management	
Title: FR 3810 Purchasing Approval	Page 2 of 3
Primary Policy: FP 3801 Purchasing	
Associated Regulations: FR 3650 Receiving	
References: 29 CFR 95.13 Debarment and Suspension; UG 200.212; CFR 2 Section 200.321	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 07-14-2010	Last Revision: 08-21-2019

No employee of Three Rivers College has the authority to purchase or commit funds toward the procurement of goods or services without first going through the authorized requesting and purchasing procedure. Such actions will be considered an attempt to defraud the College and are subject to disciplinary action up to and including termination.

Only the College President and the Board of Trustees have the authority to contract for the college. All contracts must be approved and signed by the College President or his/her designee or the authorized member of the Board of Trustees and filed with the Office of Financial Services before payments can be made.

**Contract Workflow**

When a contract for the acquisition of any item or service is utilized, the following process shall be followed:

1. The requesting employee submits proposed to the Division Cabinet Member.
2. The Cabinet Member submits proposed contract to the Purchasing Department.
3. The Purchasing Department submits contract for legal review via email.
4. Once passing legal review, the Purchasing department will send reviewed contract and proof of review to requesting employee.
5. The requesting employee will complete the appropriate purchase request materials, attach the contract and proof of legal review, and process the packet through the normal approval channel.
6. All contracts must be approved and signed by the College President or his/her designee or the authorized member of the Board of Trustees and filed with the Office of Financial Services before payments can be made.
7. Purchase Request, contract, and proof of legal review shall be retained as purchasing records.

**THREE RIVERS COLLEGE  
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3100 Financial Management	
Title: FR 3810 Purchasing Approval	Page 3 of 3
Primary Policy: FP 3801 Purchasing	
Associated Regulations: FR 3650 Receiving	
References: 29 CFR 95.13 Debarment and Suspension; UG 200.212; CFR 2 Section 200.321	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 07-14-2010	Last Revision: 08-21-2019

**DOCUMENT HISTORY:**

- 07-14-2010:** Initial approval of regulation FR 3810 Purchasing Approval.
- 08-26-2013:** Addition of new material-contract workflow process added.
- 08-24-2016:** Addition of Federal Funds 29 CFR 95.13 Debarment and Suspension;  
UG 200.212
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 08-21-2019:** Added clarifying statement regarding the bidding process.

**THREE RIVERS COLLEGE  
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3800 Purchasing	
Title: FR 3860 College Hosted Meals	Page 1 of 3
Primary Policy: FP 3801 Purchasing	
Associated Regulations: FR 3805 Bidding Thresholds; FR 3510 Travel Authorization and Reimbursement; FR 3810 Purchasing Approval	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 09-20-2013	Last Revision: 08-21-2019

Three Rivers College will fund the cost of meals or food served at College meetings, events, or activities as follows:

1. When the College hosts invited guests from outside the College.
2. With prior approval of the College President, when the College hosts a candidate for a position. (This does not apply to candidates in travel status for which only the candidate's meals will be reimbursed in accordance with the College Employment Selection/Screening Committee Handbook.)
3. When there is a clear, documented, business related purpose.
4. When the meal is necessary for the continuity of the meeting.
5. When approved in advance by the College President.

According to Generally Accepted Accounting Principles (GAAP), for all events, a list of invited attendees along with a statement of the business related purpose and an **itemized receipt** are required documentation to process payment or reimbursement. For groups of more than 10 individuals, a general statement describing those invited (e.g. members of the community; all faculty and staff) may be used in lieu of a list of invited attendees. Meal costs shall not exceed \$25 per person (including tax and gratuity) for breakfast or lunch and \$50 per person (including tax and gratuity) for dinner events. Under no circumstance will the cost of alcoholic beverages be covered by College funds.

**Food Services Provider Exclusivity**

The College contract with its food services provider grants certain rights of exclusivity with regard to sales of food items at the vendor location on the Poplar Bluff campus. As such, the food provider has the right of first refusal to provide any and all catering and other food events only when the food is provided at its designated service location on the Poplar Bluff campus. College units wishing to use College funds for prepared food items for purchase from another vendor in that same location must obtain written approval from the College's food services provider to the purchase of such items. This provision relates solely to purchases of commercially prepared food items using College funding within the designated food service locations such as (the concession stand area in the Libla Family Sports Complex and in the Café area in Bess Activity Center) on the Poplar Bluff Campus. Therefore, prepared food items may be purchased from other vendors using College funds as long as it is not served in our food service provider's designated area.

**THREE RIVERS COLLEGE  
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3800 Purchasing	
Title: FR 3860 College Hosted Meals	Page 2 of 3
Primary Policy: FP 3801 Purchasing	
Associated Regulations: FR 3805 Bidding Thresholds; FR 3510 Travel Authorization and Reimbursement; FR 3810 Purchasing Approval	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 09-20-2013	Last Revision: 08-21-2019

**Methods of Purchase**

Proper purchasing procedures must be followed when incurring costs for food and food services, regardless of the vendor used, including the College contracted food services provider. Meal expenses for employees in travel status are governed under the terms of the travel policy and regulation and not this policy. Any of the following methods are acceptable for incurring food and food services related costs:

1. A purchase requisition to generate a one-time purchase order may be issued to the vendor for an estimated amount of the food and related costs and is the desired method for all food purchases. This method must comply with the quotation and bid requirements of the College - Bidding Thresholds Regulation, FR3805. Documentation of business related purpose and a list or identifying statement of proposed attendees must be provided at the time of the requisition.
2. A blanket type of purchase order may be used to incur food and food services related expenses when the request is for recurring meetings or when approval is being requested for entities that will not bill the College and must have prepayment. Supporting estimates must be submitted with the request along with justification as to why prepayment is required. A check can be issued from the Blanket Purchase Order to either the entity providing the food and services or the individual that will be paying at the time of the event. This must be clearly noted on the request form.

**THREE RIVERS COLLEGE  
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3800 Purchasing	
Title: FR 3860 College Hosted Meals	Page 3 of 3
Primary Policy: FP 3801 Purchasing	
Associated Regulations: FR 3805 Bidding Thresholds; FR 3510 Travel Authorization and Reimbursement; FR 3810 Purchasing Approval	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 09-20-2013	Last Revision: 08-21-2019

**DOCUMENT HISTORY:**

- 09-20-2013:** Initial approval of regulation FR 3160 College Hosted Meals.
- 09-21-2016:** The College Board of Trustees approved the name change of the College from Three Rivers Community College to Three Rivers College.
- 04-19-2017:** Revision of numbering FR 3160 to FR 3860 for proper alignment.
- 08-21-2019:** Revision to vendor options.

**THREE RIVERS COLLEGE  
GENERAL ADMINISTRATION REGULATION**

Section: 1000 General Administration	
Sub Section: 1300 Public Relations and Information	
Title: GAR 1310 College Communications	Page 1 of 5
Primary Policy: GAP 1310 College Communications	
Associated Policy: GAP 1320 Consumer Protection	
Associated Regulation: GAR 1315 Social Media	
References: Three Rivers College Visual & Identity Standards; Communications Services Request Form; Communications Department Proofing Form	
Addendums: Communications Services Request Form; Communications Department Proofing Form	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 02-08-2010	Last Revision: 08-21-2019

Three Rivers College ensures accurate, appropriate, and timely information is available to current and prospective students, as well as members of the College community. The Communications Department has ongoing and scheduled review processes for the development and review of the electronic and printed forms of marketing, promotional, and recruitment materials; college publications; and other public-facing information

All College-related text, images, logos, watermarks, and other College-branded materials are the sole property of and/or are licensed to the College. Therefore, these materials must not be reproduced in any manner without authorization from the Communications Department. Three Rivers College has established a set of visual and identity standards to be used to ensure consistent representation and voice for College materials. These standards provide information on the College name, logo, and common identity elements that comprise the image of the College. The Three Rivers College Visual & Identity Standards must be followed for all College-related business, including, but not limited to, merchandise, brochures, interdepartmental communications, social media, flyers, posters, billboards, College handbooks, and public-facing electronic and printed materials, unless otherwise authorized. The Communications Department handles all press releases and announcements concerning Three Rivers College. Additionally, the Communications Department is responsible for College media relations, including fielding calls from the media and reporters addressing questions regarding the College.

Permission to send mass emails using the “everyone” email groups must be approved by the Office of the President or his/her designee.

All media inquiries should be directed to the Communications Department to arrange for provision of information and scheduling of interviews and responses as necessary. The College

**THREE RIVERS COLLEGE  
GENERAL ADMINISTRATION REGULATION**

Section: 1000 General Administration	
Sub Section: 1300 Public Relations and Information	
Title: GAR 1310 College Communications	Page 2 of 5
Primary Policy: GAP 1310 College Communications	
Associated Policy: GAP 1320 Consumer Protection	
Associated Regulation: GAR 1315 Social Media	
References: Three Rivers College Visual & Identity Standards; Communications Services Request Form; Communications Department Proofing Form	
Addendums: Communications Services Request Form; Communications Department Proofing Form	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 02-08-2010	Last Revision: 08-21-2019

President or his/her designee is the official spokesperson for the College.

**Review Process for Public-Facing Materials**

All informational, advertisement, recruiting materials, or announcements designed for public dissemination, not directly related to classroom assignments, must be approved by the Chief Technology Officer or his/her designee before printing or dissemination through print, electronic, or other media. This includes billboards, posters, flyers, invitations, handbooks, manuals, direct mail letters, website information, social media, promotions, and other related materials that may be viewed by the College community and general public.

**Ongoing Review Process**

Proofing process: Informational and promotional College materials and paid announcements (print and electronic) designed for public and/or College wide dissemination are required to go through the Communications proofing process. The creator/requestor must verify on the Communications Services Request form that the project has been proofread and checked for accuracy. The requesting department is responsible for checking accuracy and alignment of content, spelling/grammar, appropriateness of photos, links point to the correct location, etc. The Communications Department will also proof the project and give final approval.

Review process for template materials: Communications often reuses or repurposes informational and promotional College materials, including flyers/handouts, press releases, and advertisements. Prior to reusing, the material is sent to the “owner of the content” for proofing, including a review that the content is current and accurate. The “owner” has the primary responsibility for ensuring the accuracy of the content.

Development process: Communications develops informational and promotional College materials (printed and digital) by request and through collaboration with other departments.

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Associated Policy: GAP 1320 Consumer Protection	
Associated Regulation: GAR 1315 Social Media	
References: Three Rivers College Visual & Identity Standards; Communications Services Request Form; Communications Department Proofing Form	
Addendums: Communications Services Request Form; Communications Department Proofing Form	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 02-08-2010	Last Revision: 08-21-2019

Requests are submitted via the Communications Services Request Form: The form must be signed by the requestor’s supervisor and cabinet member to ensure the request is aligned with departmental goals. The Communications Department works with the requestor on content, distribution methods, and graphic design appropriate to the project’s purpose.

Other materials are developed and updated by the Communications Department. These include, but are not limited to, annual or ongoing projects such as recruitment advertising/publications, Upcoming at Three Rivers College weekly events email, Tinnin Fine Arts Center events promotion, student activities and athletic media posts, as well as press releases. Communications works with other departments on projects to ensure that the content is accurate, timely, and appropriate.

**Biannual Review Process**

Website review: each year on September 1 and February 1, cabinet members are emailed to conduct reviews of the areas of the Three Rivers College website for which they “own” the content. They are asked to review their web pages for accuracy and that the information is consistent with the current College catalog, policies/regulations, and other sources of information. They are asked to have the review completed and updates requested within one month from the start of their review.

On October 1 and March 1, the Communications Department audits the entire College website. This is a general review for alignment and obvious errors and/or expired information. The “owners” of the content are contacted and asked to review the information and, if needed, provide updated/accurate information so the Communications Department can update the website.



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References: Three Rivers College Visual & Identity Standards; Communications Services Request Form; Communications Department Proofing Form	
Addendums: Communications Services Request Form; Communications Department Proofing Form	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 02-08-2010	Last Revision: 08-21-2019

Review of general College information for Handbook template: September 1 and February 1, cabinet members are emailed to review the general College information section of the Handbook template. They are asked to review for accuracy and that the information is consistent with the current College catalog, policies/regulations, and other sources of information. They are asked to have the review completed and updates requested within a month from the start of the review.

On October 1 and March 1, the Communications Department reviews and updates the general College information section of the Handbook template.

Upon discovery of a violation to this Regulation, the Communications Department shall immediately remove all materials. Depending on the extent of the violation, the violating party(s) may be subject to discipline up to and including dismissal and/or legal consequences.

For information on approval of Social Media, please reference, GAR 1315 Social Media.

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Addendums: Communications Services Request Form; Communications Department Proofing Form	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 02-08-2010	Last Revision: 08-21-2019

**DOCUMENT HISTORY:**

- 02-08-2010:** Initial approval of regulation GAR 1310 College Communications.
  
- 09-21-2016:** The College Board of Trustees approved the name change of the College from Three Rivers Community College to Three Rivers College.
  
- 09-20-2017:** Revisions made for clarification and alignment with College processes.
  
- 08-21-2019:** Communications departmental review include edits for clarification and inclusion of College Policy GAP 1320 Consumer Protection.



# COMMUNICATIONS SERVICES REQUEST

Revised March 2019

To request services from the Communications Department, complete this form, sign, and send on for approvals from your supervisor and cabinet member, who should email to **psitzes@trcc.edu**.

Along with this form, attach to the email the documentation outlined below as needed for the type of request you are making.

Requested by:	<input type="text"/>	Phone:	<input type="text"/>
Department:	<input type="text"/>	Date requested:	<input type="text"/>
Email:	<input type="text"/>	Date needed by:	<input type="text"/>
If you are requesting that Communications print your item, indicate the quantity needed:			<input type="text"/>

REQUEST TYPE:

**IDENTITY STANDARDS REVIEW:** Seeking approval that item meets TRC Identity Standards.

Attach: 1) The item for approval.

- 2) A Proofing Checklist (available on Gateway) signed by 2 people who proofed the project.

NOTE: For flyers for student organizations, the faculty sponsor is responsible for submitting request and proofing the document. Flyer/Poster Guidelines and Templates for Flyers are on Gateway.

**REORDER:** Request for printing or ordering items that require no changes.

- Attach: 1) The item or a proof of item being reordered.
- 2) A Proofing Checklist (available on Gateway) signed by 2 people who proofed the project.

**UPDATE:** Updating of material that doesn't require significant reworking of design.

- Attach: 1) The item being updated marked with changes needed.
- 2) A Proofing Checklist (available on Gateway) signed by 2 people who proofed the project.

**NEW:** New projects or those that require significant reworking of design or text.

- Attach: 1) A description of the project, including details, purpose, target audience, examples, etc.
- 2) Text to be used.

**EVENT PROMOTION:** Materials/tasks for promoting a College event.

Attach: 1) A description of the project, including details, text to be used, purpose, target audience, examples of promotion being requested, etc.

- 2) Completed Task Request Sheet (available on Gateway).
- 3) For any item you have designed yourself, attach the item AND a Proofing Checklist (available on Gateway) signed by 2 people who proofed the project.

DESCRIPTION OF PROJECT

JUSTIFICATION

(Please note if this is part of a SPOL objective)

**APPROVAL**

REQUESTOR SIGNATURE

SUPERVISOR

CABINET MEMBER

SUBMIT

**COMMUNICATIONS USE ONLY**

DATE RECEIVED:

DATE COMPLETED:

COMMENTS



## COMMUNICATIONS PROOFING FORM

Name of project: \_\_\_\_\_

Please use the checklist below in proofing this project. Check the boxes that apply.

If this is a project that Communications designed and you find an error or have a question:

- On printed proof, please mark clearly in pencil or pen.
- Electronically, use Track Changes for Word documents, Comment mode for PDFs.

Carefully check:

### Content

- Check the accuracy of the content. Is it consistent with information in handbooks, on the website, etc.?
- Check accuracy of dates, times, locations, addresses, costs, names, figures, etc.
- If piece includes information from/about other departments, check accuracy with that department.

### All text

- Pay attention to spelling, grammar, and punctuation, including headlines and captions.
- Check charts/maps for the accuracy of text, figures, and consistency of fonts.
- When appropriate, check page numbers and consistency of spacing, fonts, bullet style, etc.

### All photos

- Are the photos appropriate to the piece?
- Is there anything objectionable in the photos?
- If text is included in the photo, check the spelling.

### All links

- Do they work?
- Do they take you to the correct page?

- Correction required or question noted on document or in email
- No corrections

Proofed by

1 \_\_\_\_\_ Date \_\_\_\_\_

2 \_\_\_\_\_ Date \_\_\_\_\_

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Associated Regulations: ITR 8100 Acceptable Use; SR 2610 Student Code of Conduct	
References: Visual & Identity Standards, Communications Services Request Form, Communications Department Proofing Form	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 12-15-2010	Last Revision: 08-21-2019

Three Rivers College encourages open communication and the responsible use of social media technologies to reach and support our broader College community. The use of social media allows sharing of information in a diverse way as an academic community of learners.

This Regulation applies to all use of social media by Three Rivers College students, faculty, and staff to represent or discuss matters concerning the College and/or members of the College community, whether or not such use involves the College’s network or other computer resources. Social media may include such platforms as Twitter, Facebook, LinkedIn, Instagram, YouTube, and other social media platforms.

The use of social media at or concerning Three Rivers College is governed by the same laws, policies, and rules of conduct and etiquette that apply to all other activities at or concerning Three Rivers College. Online activities of a private nature conducted away from the College may be subject to disciplinary action if they interfere with the business and purpose of the College.

The College recognizes social media’s usefulness for both personal and professional purposes. Because of this, it is not always clear when one is speaking on behalf of the College or using the College name. Posting materials in which the College is associated must be handled in a professional and responsible manner. When interacting in social media with the public, students, parents, alumni, donors, and the media, person(s) representing the College in any manner must adhere to policies created by the applicable social media venue, as well as all guidelines that govern the College through federal and state laws, professional expectations, and the specific policies and regulations of the College.

All College-related text, images, logos, watermarks, and other College-branded materials are the sole property of and/or are licensed to the College. Therefore, these materials must not be reproduced in any manner without authorization from the Communications Department.

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Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 12-15-2010	Last Revision: 08-21-2019

The Communications Department is responsible for all College-related communications, including, but not limited to, publications, social media, printed material, broadcast, and web-related material presented to the public.

**Site Approval, Administration, and Requirements for Three Rivers Social Media Accounts**

If a Three Rivers College department/organization wants to create a social media account associated with the College, they must first get authorization from their supervisor and cabinet member. They then must submit a request to the Communications Department detailing how the department/organization meets the following guidelines:

- Three Rivers College related social media accounts must be created in cooperation with the Communications Department to ensure proper set up in accordance with the platform’s Terms of Use, that the new account links appropriately to other related Three Rivers College accounts, and that the Communications Department has a record of and administrative rights to the social media account.
- The department/organization must provide justification showing a need for a social media account that cannot be served by an existing Three Rivers accounts or the College website.
- The department/organization must prove that it is a source of enough relevant, new content (news, photos, events, etc.) to update a social media account regularly (an average of three times a week at minimum). This is to ensure accounts do not become stale and inactive.

When naming pages or accounts, selecting profile pictures or icons, and selecting content to post, authorized Three Rivers social media accounts that represent only a segment of the Three Rivers community (for example, an individual College program, department or

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organization) must avoid the appearance of representing the entire institution. Names, profile images, and posts should all clearly represent the particular College program, department, or organization.

Each authorized Three Rivers College social media account must have a designated administrator/editor. The Communications Department must be notified of any changes or additions to designated administrators.

The Communications Department is not responsible for pre-screening all content posted to the College's social media accounts maintained by departments/organizations other than the Communications Department. However, the Communications Department monitors those accounts and reserves the right to, without notice, remove content or deactivate the account if it is determined that content is harmful, offensive, commercial in nature, or otherwise in violation of law or College policy.

Each year on November 1 and April 1, cabinet members are emailed to conduct reviews of College social media accounts approved for programs, departments, and or organizations in their areas. They are asked to review the account for activity, accuracy, and that the content aligns with the website, current College catalog, policies/regulations, and other sources of information. They are asked to have the review completed and updates requested within one month from the start of their review.

On December 1 and May 1, the Communications Department audits all College social media accounts. This is a general review for activity, alignment, obvious errors, and/or expired information. The administrators/editors of the account are contacted if there are issues.



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Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 12-15-2010	Last Revision: 08-21-2019

Every Three Rivers College social media site shall also include the following:

“Comments posted to this site by the public represent the views of the individuals who posted it and may not necessarily represent the views of or endorsement by Three Rivers College.”

**Guidelines for Posting to Social Media Sites**

Use the following guidelines when posting to any Three Rivers College social media account, communicating with members of the Three Rivers community, or discussing the College on any site, whether using your own personal account or device or using the College network or equipment.

- Three Rivers College policies and laws that govern inappropriate conduct such as sexual (or other) harassment, bullying, discrimination, defamation, infringement of copyright and trademark rights, and unauthorized disclosure of student records and other confidential and private information apply to communications by Three Rivers students, faculty, and staff in all communications, including social media.
- College employees should carefully consider the accuracy, clarity, length (brief is better), and tone of comments before posting them. Posts on social media sites should protect the College’s institutional voice by remaining professional in tone and in good taste. Remember, posts may last forever.
- College employees should be respectful of others, even when disagreeing with their views.
- College employees should be truthful, accurate, and complete in describing Three Rivers College programs and services.

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Supersedes: NA	
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Initial Approval: 12-15-2010	Last Revision: 08-21-2019

- College employees should strive to be accountable to Three Rivers College audiences by providing regular updates and responding promptly when appropriate.
- College employees should obey the Terms of Service of any social media site or platform in which you participate.
- College employees should whenever appropriate, share content directly from Three Rivers College’s social media pages rather than duplicating it. When content is directly shared, it is linked back to Three Rivers College’s social media accounts. This facilitates the Communications Department’s efforts to analyze social media traffic and engagement (e.g., “likes” and comments). In addition, posts originating from Three Rivers College will have the appropriate links attached to bring the viewer back to the website or coordinating landing page.
- College employees must not use social media to harass, threaten, insult, defame, or bully another person or entity; violate any College policy; or engage in any unlawful act, including, but not limited to, gambling, identity theft, or other types of fraud.
- College employees must not post copyrighted content (such as text, video, graphics, or sound files) without permission from the holder of the copyright. Remember, even information that is widely available to the public (such as text, photographs, or other material posted on the Internet) may be subject to copyright restrictions that prohibit unauthorized duplication or dissemination. For more information, please review the Three Rivers College Acceptable Use Regulation and Visual & Identity Standards.
- College employees must not post trademarked content (such as logos, names, brands, symbols, and designs) without permission from the trademark owner. The “®” symbol indicates that the mark is federally registered and the owner has the exclusive right to

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Responsible Administrator: Chief Technology Officer	
Initial Approval: 12-15-2010	Last Revision: 08-21-2019

use it. The “TM” and “SM” symbols indicate that the owner may have some legal rights, but the mark is not federally registered.

- College employees must not disclose confidential College information, non-public strategies, student records, or personal information concerning (past or present) members of the Three Rivers community without proper authorization.
- Do not make false claims or representations about Three Rivers College programs or services and do not speculate or guess if you do not know the information.
- Do not spread gossip, rumors, or other unverified information. Furthermore, do not assume that everything posted on a social media site is true.
- Do not spend excessive time using social media for personal purposes during working hours or use any Three Rivers College social media accounts, networks, equipment, or peripherals for unauthorized commercial purposes.
- Do not transmit chain letters, junk email, or bulk communications.
- Do not be careless with spelling or syntax or use language that may easily be misunderstood.
- Before posting photos, videos, and other images on College owned and managed social media accounts, be sure to obtain permissions, as needed.
- Do not represent your personal opinions as institutionally endorsed by Three Rivers College.

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References: Visual & Identity Standards, Communications Services Request Form, Communications Department Proofing Form	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 12-15-2010	Last Revision: 08-21-2019

- For College content, do not attempt to mask your identity or attribute your comments to another person (real or fictitious).
- Do not discuss legal issues or risks, or draw legal conclusions on pending legal or regulatory matters involving the College.

Persons who become aware of objectionable content posted on a Three Rivers social media account -- or objectionable comments concerning the College that are posted on an unaffiliated site – should notify the Communications Department promptly. Do not reply on behalf of the College. The Communications Department will work with the appropriate department(s) as necessary to address the objectionable content.

**Posting to Social Media Sites Not Administered by Three Rivers College**

Three Rivers College is aware that members of the Three Rivers community may wish to express their personal ideas and opinions through private social media outlets not administered by the College.

Three Rivers College supports free speech and the desire of the College community to express their personal ideas and opinions through social media. However, such actions contrary to law or College policy and/or regulations are subject to disciplinary action up to and including expulsion or dismissal from the College or termination of employment. Illegal activity may also be reported to law enforcement.

Unless contrary to law or other College policy and regulation, this regulation does not prohibit anyone from using personal social media to discuss among themselves matters relating to the terms and conditions of their employment, even in terms that may be critical of the College.

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Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 12-15-2010	Last Revision: 08-21-2019

**DOCUMENT HISTORY:**

- 12-15-2010:** Initial approval of Regulation GAP 1315 Social Media.
- 09-21-2016:** The College Board of Trustees approved the name change of the College from Three Rivers Community College to Three Rivers College.
- 09-20-2017:** Revisions made for clarification and alignment with College processes. Revised from Policy, GAP 1315 to Regulation, GAR 1315 with expanded application and added associated policy with reference to College documents and regulations.
- 08-21-2019:** Communications departmental review resulted in clarification of Social Media regulation and procedures and inclusion of reference for GAP 1320 Consumer Protection.

# UPCOMING EVENTS

**Fall Job Fair**, 10 a.m.-3 p.m. August 22, Bess Activity Center; partnership of TRC and Butler County Community Resource Council.

**Patrons of the Arts Season Kickoff**, 6 p.m. August 29, Tinnin Fine Arts Center.

**Figment by Eric Rosell**, August 30-October 4, Tinnin Gallery; artist lecture 12 p.m. August 30, PLAST 108; free. Storytelling through a series of assemblages of distressed wood, text, photos, and other found objects.

**Disney's Beauty and the Beast**, 7 p.m. September 6, 7, 13, 14 and 2 p.m. September 7, 8, 14, 15, Tinnin Fine Arts Center. Based on the Academy Award-winning animated feature. Suzanne Cowan, director of last year's *The Little Mermaid*, directs this Center Stage production, which includes special performers from The Dance Studio. Tickets are \$10 and may be purchased at the Student Accounts office, the Tinnin Center Gallery, and online at [tinnin.ticketleap.com](http://tinnin.ticketleap.com) (\$1.50 fee per ticket for online sales). More info: [trcc.edu/tinnin](http://trcc.edu/tinnin) | 573-840-9648 | [facebook.com/TinninCenter](https://facebook.com/TinninCenter)

**Farm Day for Athletes**, September 8 at the TRC Farm. Raiders athletes will spend the day working on the farm together.

**Meet the Raiders**. Come out to meet the 2019-2020 Raiders at 6 p.m. on September 9 in the Libla Family Sports Complex.

**Run for the Arts**, 9 a.m. on Saturday, September 14. Register for the 4-mile individual run/walk, 1-mile walk, or as an 0.0k virtual runner for \$20, which includes a T-shirt while supplies last. Registration and sponsorship forms are located on the Development Events page. There are sponsorship opportunities available at the \$500, \$250, and \$100 level, as well as others. Sponsorship materials are due by August 23 to ensure inclusion on the T-shirts and event signage. Please call 573-840-9077 for more information.

**TRC Championship College Rodeo**, October 3 – 5, Art Saunders Arena on the Sikeston Jaycee Bootheel Rodeo grounds. Gates open at 5:30 p.m. each night, with the rodeo beginning at 6:30 p.m. Tickets will be \$10 for adults, \$5 for children ages 4-12; and free for ages 3 and younger. Three Rivers students and employees will be admitted for \$5 by showing their TRC ID. A Slack competition will be held following the rodeo Oct. 3 and again at 9 a.m. Oct. 4; free. For kids, there will be a calf scramble on Friday night, October 4. On Saturday, October 5, from 4 to 6 p.m., the YMCA of Southeast Missouri will sponsor a free Kids Zone. For more information on the rodeo or sponsorship opportunities, contact Chad Phipps at 573-840-9698 or [cphipp@trcc.edu](mailto:cphipp@trcc.edu).

**2020 Distinguished Alumni Award nominations now being accepted**. The nomination deadline for the award is October 4. Submit nominations at [trcc.edu/awards](http://trcc.edu/awards). Each year, we recognize a former student/Three Rivers graduate who has demonstrated significant achievements and earned high respect among their peers. The award will be presented at a recognition reception hosted by the College in Spring 2020. For more information call 573-840-9077, or email [michellereynolds@trcc.edu](mailto:michellereynolds@trcc.edu).

**Alumni & Friends Alumni Star Award**. New this year, the Alumni Star Award will be presented by Alumni & Friends to an outstanding Three Rivers alumni who attended the College within the past 15 years. It is extended in recognition of professional achievement, civic service, and service to the College. The nomination deadline for the award is October 4. Submit nominations at [trcc.edu/awards](http://trcc.edu/awards). The award will be presented at the Alumni Reunion in February.

For the most current information on upcoming events, view the College Calendar at [www.trcc.edu](http://www.trcc.edu).



THREE RIVERS COLLEGE

July 9, 2019

# Daily American Republic

Serving The Region Since 1869

POPLAR BLUFF, MISSOURI

50c

## Seven Raiders named NJCAA Academic All-Americans

By **SCOTT BORKGREN**  
Sports Writer

Seven Three Rivers athletes earned NJCAA Academic All-American honors for the 2018-19 school year.

Zoe Bisby, Lexi Campbell, Calli Gerber, Gracie King, Allison Pingel, Jared Woodward and Braden Cox earned the award by finishing with at least a 3.60 GPA for the year. All five women play softball, while Cox and Woodward play baseball and Bisby also played for the women's basketball team.

"As a group, I am very proud that we landed five kids on the All-Academic Student-Athletes team," Three Rivers softball coach Jeff Null said in a statement. "This is the most in one year for our program."

Bisby, Campbell, King, Pingel and Cox were each named to the third team for earning between a 3.60-3.79 GPA, while Gerber and Woodward were selected to the second team by earning between a 3.80-3.99 GPA.

King, a sophomore, earned Academic All-American status for both years while Pingel was also named a first-team All-American infielder last year as a freshman after hitting a single-season Three Rivers record 21 home runs.

This marks the fifth consecutive year where at least three softball players were named Academic All-Americans and at least six Three Rivers student-athletes earned the honor.

July 24, 2019

# Daily American Republic

Serving The Region Since 1869

POPLAR BLUFF, MISSOURI

50c

## LOVE AND HAPPINESS

### Grant rediscovers love for basketball during redshirt season

In this March 2017 file photo, Three Rivers' Gabe Grant celebrates after winning the Region XVI Tournament championship at Lincoln University in Jefferson City, Mo.



“

“If (Gene Bess) thinks you can get there, listen to everything he has to say.”

— **Three Rivers alum  
Gabe Grant**

thing about Three Rivers that made it so special. It wasn't like I was one of those guys where I had to go JUCO because I didn't have the grades. I had to go JUCO just because I had nothing else, nowhere else to go.”

Grant made the most out of his opportunity, and then some.

His freshman year, Grant averaged 18.3 points and 7.3 rebounds per game and started 24 games on a 23-8 squad.

That pace put him on the national radar and he earned NJCAA Honorable

**G**abe Grant always thought of himself as a recreational basketball player. He never thought of himself as an NCAA Division I player, and he had one offer to go to college, which came from Three Rivers.

Grant had to go to a tryout when he visited the campus. He did well enough to earn a scholarship offer from coach Gene Bess, and the rest is history.

“Three Rivers was the only school that offered me. I had nowhere else to go,” Grant said. “That was the



# July 24, 2019

# Daily American Republic

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50¢

Mention All-American honors.

During his sophomore year, Grant was the second-leading scorer on a 25-8 Raiders team that won the Region XVI Tournament for the first time since 2012. The Raiders were favored to win the region tournament the prior season but lost in the semifinals to Moberly Area. The Raiders waited a season before getting their revenge on the Greyhounds in the region championship, a win that still sits atop Grant's favorite memories at Three Rivers.

"I look back at that time as one of the best times of my life," Grant said. "Of course, winning the region the way we did it my sophomore year was crazy. ... To go back my second year losing Justas (Furmanavicius) and losing some of the guys we had, then to go win, that was crazy. That was probably one of the

most fun times, something I'll remember forever. And we won it on Gene Bess' birthday, too, so that made it cool, too."

The Raiders fell just short of the national tournament in Grant's sophomore season, losing 79-75 to Highland (Ill.) in a game in which Grant led the team with 20 points in his final game as a Raider.

The Chicago native had drawn enough interest to take his talents down to Houston to play for a top 25 Cougars team that made the NCAA Tournament as a No. 6 seed. Grant appeared in 24 games and scored a season-high 12 points in 11 minutes against East Carolina. After his junior year, Grant and Houston coach Kelvin Sampson discussed what role Grant would likely have on the team as a senior.

"What I wanted for my senior year and what they envisioned for me my senior year, it was just a mutual thing where I really wanted to fulfill my

dream," Grant said. "I wanted to reach that, and Buffalo presented me with a proposition that made it realistic, so that was something I wanted to take hold of immediately."

Grant made the decision to transfer to Buffalo, which has made back-to-back NCAA Tournament appearances and four in the last five years. With the transfer came a one-year redshirt as required by the NCAA. After Buffalo's season ended, then-head coach Nate Oats resigned and moved to the Southeastern Conference to coach Alabama. In just a year under Oats, Grant learned to love the game of basketball again, much like he did at Three Rivers.

"The one thing I got from being here under Oats is, basketball should be fun, it shouldn't feel like work. You should want to get in the gym, not have to get in the gym," Grant said. "You should want to be playing basketball, not have to play basketball. That was one of his mottos, and I was like, 'All right, I can love the

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game,' because when I was at Three Rivers, I fell in love with the game, and Oats brought that back to me."

The good news for Grant and the rest of the Bulls is that things have run the same under new coach Jim Whitesell, who spent the previous four years as an Associate Head Coach, so Grant can keep loving the game the way he did his first year at Buffalo and during his time with Three Rivers under Bess, who he said has a lot to teach players.

"To anybody who's with Gene Bess right now, listen to exactly what he's saying because he's telling you the truth," Grant said. "I couldn't stress one specific moment, but in general. When he's on you, he's on you for a reason, and he knows exactly what it takes to be successful at the Division I level. If he thinks you can get there, listen to everything he has to say."

Grant has learned a lot about people during his time in college because he accidentally ended up taking a major in sociology. When he graduated from Three

Rivers with a general studies degree and transferred to Houston, he already had 50% of the requirements met for a degree in sociology, so he chose that path and ended up enjoying it.

His options for a career after his playing days end remain open. He just wants to help people. But this year, Grant's focus will be on helping Buffalo make a third straight trip to the Big Dance.

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DAR/Nate Fields

The Gene Bess Basketball Camp finished its first season in the Libla Family Sports Complex on Friday. Seventy-Nine campers attended the third week-long session of the summer.

## Campers learn from Raiders

The T-shirts given out to the 79 participants at the Gene Bess Basketball Camp's final week-long session of the summer spell out what the campers are there to do.

"Working on the fundamentals," the back of each shirt says.

It's what the campers are there to do. They work through dribbling drills, speed and quickness and shooting drills with scrimmages mixed in and more.

All the while, coaches Gene and Brian Bess and

the players who help out, give instructions and pointers to the kids to help their game. Some even get some one-on-one time.

Coach Gene saw a player show what he thought was poor body language during a scrimmage, so he briefly took him aside afterward.

"That's not like you," he told the player. "You're better than that, and you have a bright future ahead of you."

The player admitted he got frustrated and said he'd work on that going forward.

Coach Gene knows basketball is as much about mental execution as it is physical execution.

"This kid is really a talented young man. He comes from a good family and the whole works. I knew he'd take it right," Coach Gene said. "That's what we're here for. I tell the players, 'Let's make it the best week of their lives.' You don't want to pass up an opportunity to coach a lot of camps where they're just kind of like an open

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gym. I try to encourage my players to correct them when they need it and be there for them.”

While the campers go through a multitude of drills, defense wins the trophies at the end of each camp. The players are divided into several groups, and the Raiders who lead each group pick their group’s defensive player of the week at the end of the camp. That player is given a trophy.

There is no overall player of the week, no shooter of the week, just the defensive award. The final camp’s defensive players of the week were Quin Littles, Eli Evans, Ben James, Reece Anthony, Dallas Matlock and Jared Roderick.

The camp does give a defensive player of the day award to a player from each group throughout the week.

“It’s not the most exciting fundamental to work with, but it’s something I think every player needs to have, is a defensive back-

ground. They’re going to need it before their career is over,” Coach Gene said. “Defense is going to make a difference in most games that are played, so we try not to pass up any chances that might help these guys become a better defensive player.”

The Raiders who volunteer as camp instructors get to deliberate and choose the winners at the end. Coach Gene feels like it’s another lesson they each get in leadership. He wants them to really engage with the campers and help them get the most out of their experience.

“I’m trying to get our players to be mature and make sure we play on that end of the court,” Coach Gene said. “Eight or 10 years ago, I had a couple of kids come in — they weren’t that young, maybe sophomores or juniors in high school — and about the middle of the camp, they said, ‘We’re going home.’ I asked why and they said,

‘This is too much like an open gym.’”

“I use that. I want our players to coach and I want them to be here for the kids.”

This time around, Coach Gene felt like that was accomplished.

“This was really an enjoyable camp. These little guys came in here and really acted like they wanted to get better. I enjoyed this camp more than I have any, maybe,” Coach Gene said.



DAR/Nate Fields

**Samuel Shoemaker pulls up for a jumper during a scrimmage Friday at the Gene Bess Basketball Camp in the Libb Family Sports Complex.**

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## Tickets on sale for performance of Disney's "Beauty and the Beast"

### From Staff Reports

Center Stage will perform "Disney's Beauty and the Beast" at 7 p.m. Sept. 6, 7, 13, 14 and 2 p.m. Sept. 7, 8, 14, 15 in the Tinnin Fine Arts Center on the Three Rivers campus.

A modern Broadway classic, Disney's Beauty and the Beast is based on the Academy Award-winning animated feature. The stage version includes all of the songs written by Alan Menken and the late Howard Ashman, along with new songs by Menken and Tim Rice.

The classic story tells of Belle, a young woman in a provincial town, and the Beast, who is really a young prince trapped under the spell of an enchantress. If the Beast can learn to love and be loved, the curse will end and he will be trans-

formed into his former self. But time is running out. If the Beast does not learn his lesson soon, he and his household will be doomed for all eternity.

Suzanne Cowan, director of last year's "The Little Mermaid," directs this Center Stage production, which includes special performers from The Dance Studio.

"The Beauty and the Beast' cast and chorus is full of incredibly talented people," said Cowan. "I am honored to direct this show!"

Tickets are \$10 and went on sale Aug. 9 at TRC Student Accounts, Tinnin Center Art Gallery, and online at [tinnin.ticketleap.com](http://tinnin.ticketleap.com) (\$1.50 fee per ticket for online sales). Tickets also will be sold at the door, as available. All seats are reserved.

"Our Center Stage productions continue to raise

the bar for theater in the area," said Robert Abney, Director of the Tinnin Fine Arts Center. "You would be hard pressed to find shows of this quality for such a low ticket price."

Center Stage is Three Rivers College's blended theater company of students, College employees, and community members. The group performs a range of live theater productions each year at the College's Tinnin Fine Arts Center. These productions provide local entertainment at an affordable price and performance opportunities for students and community members, according to organizers.

For more information on this and upcoming performances at the Tinnin Fine Arts Center, visit [trcc.edu/tinnin](http://trcc.edu/tinnin) or [facebook.com/TinninCenter](https://www.facebook.com/TinninCenter).

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## 3R WBB releases home-heavy schedule



Three Rivers coach Jeff Walk talks to his team during a timeout in the first half of a Region XVI game on Saturday, Feb. 16, in Park Hills, Mo.

Three Rivers women's basketball saw a meteoric rise to a national contender a season ago, finishing 27-4 and making its first appearance in the NJCAA Tournament since 2004.

The Lady Raiders will boast a sophomore-laden roster this season as coach Jeff Walk and co-head coach Alex Wiggs will try to lead the squad to back-

to-back appearances in the national tournament in Walk's final year before retiring. With that experience will come a tougher schedule. Here's a breakdown:

### BEGINNING AT HOME

The Lady Raiders will play their first four games at home, so the team's seven incoming freshmen can ease into the experience of

long travel schedule.

"It gets their feet wet," Walk said. "Playing at home, I hope it gets them a little excited, you know, just make everything get off on the right foot. Plus, we're playing some pretty stiff competition."

After an opening-day game with Olney (Ill.) Central on Nov. 2, Three Rivers will get a rematch

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of a double-overtime thriller against Southeastern Illinois. In last year's meeting, Southeastern hit a buzzer-beater to win 90-88 in double overtime.

On Nov. 9, the Lady Raiders host Wabash Valley (Ill.) to finish up the first home stand of the season. Wabash Valley spent much of the season atop the rankings in the NJCAA Division I top 25, finishing the season 32-1 and reaching the NJCAA Tournament quarterfinals.

## REGION NUANCES

To boost the strength of schedule across Region XVI teams, the region will now play each other three times instead of two. For the first semester games, there will be two Region XVI Showdowns with alternating hosts.

On Nov. 22 and 23, the Lady Raiders will play the first of these challenges in Sedalia, Missouri, facing Mineral Area and Crowder. The team will then get a small break in the schedule with games at Arkansas Baptist and at home against John A. Logan (Ill.) before jumping into its second

Region XVI Showdown.

The Lady Raiders will host the December Region XVI Showdown this season, facing Moberly Area, Jefferson College and State Fair on consecutive days from Dec. 6-8.

The new region format will undoubtedly help each team in regard to strength of schedule due to the added Division I competition. This means if there happens to be two very strong teams in the region, it could open the door for an at-large bid for one team.

"We're just basically (improving) strength of schedule, that way we can play better competition where we're not having to play a bunch of JVs or someone that's not going to make you any better," Walk said. "This has been in the works for two years now. Been talking about it, trying to get it to go through to help everybody's schedule."

Region XVI games will start counting toward the region record in January. Three Rivers begins its region schedule with three straight games on the road at Mineral Area (Jan. 4),

Moberly Area (Jan. 10) and State Fair (Jan. 11).

After getting a travel break for a home game against Arkansas State Mid-South, the Lady Raiders will make it four straight region games on the road with a trip to Crowder on Jan. 18.

## HOME STRETCH

Three Rivers will finally get a break from a road-heavy portion of its schedule with seven of its last nine games at home. The last stretch of the schedule includes just one region road game at Jefferson College on Feb. 8.

This puts the Lady Raiders in position to keep stacking wins and head into the Region XVI Tournament with a lot of momentum and try to repeat as tournament champions. Overall, the Lady Raiders will play 17 games at home.

"It's just an awesome deal to have that many home games," Walk said. "That way, the fans can come out and watch us play and give the kids a warm, fuzzy feeling."

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## Lady Raiders new class features plenty of size

Three Rivers women's basketball recently released its list of new additions to the 2019-20 roster.

It's safe to say the Lady Raiders will be working with a lot more size than they had last season. In 2018-19, 6-foot, 1-inch Hannah Thurmon was the only player on the roster listed above 6 feet. Now, three incoming freshmen will join her on that list.

Jamiyah Thomas and Kalyssa Hollis both check in at 6-2, while Brogan Jones will be the tallest player on the roster at 6-3.

"We're definitely going to have some size that's going to be able to play with their back to the basket, which was our downfall in the national tournament (last season)," Three Rivers coach Jeff Walk said.

With added size down low, Three Rivers is adding to its capabilities for the upcoming season. Last



In this Jan. 31 photo, Naylor's Kaylynn Johnson guards Dexter's Chaylea Mosby (35) during the first quarter at the Bearcat Event Center. Mosby scored a game-high 28 points in Dexter's 60-44 victory.



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year's roster held a plus-6.4 rebounding margin over its opponents, pulling down 42.4 boards on average as part of a group effort on the glass. The three players the program graduated from last season — Hailee Erickson, Casey Douglas and Kim Shaw — leave behind a combined 10.2 rebounds per game.

The lack of size never really caught up to the Lady Raiders until the first round of the NJCAA Tournament. Jones County's 6-3 center, Kyia Weathersby, became the first post player to really impose her will against Three Rivers in an 88-84 late win for the Bobcats. Weathersby went 10 of 13 with 24 points and 10 rebounds in the game.

All of that is to say it looks like help is on the way as some size is getting added to an already athletically gifted team.

"You try to (sign taller players) every year and just hope you luck out and get one," Walk said. "And we lucked out and got two or three. Post players are hard

to find. Everybody at every level is wanting the big kid, and you've got to have them. ... And I'm glad we were able to get the ones we're going to get."

It's tough to say whether or not the Lady Raiders will have a different style of play this season when the team won't get together for the first time until September. The certainty is that they'll utilize their full-court press on defense to generate steals and extra opportunities on the fast break.

"We're going to see if they can adapt to us first and then we'll go from there," Walk said. "We're still going to press. Now, what that's going to look like, we'll just have to wait until the season starts. ... You've got to be able to play the cards that you've dealt yourself."

Last year's freshmen helped guide the program to heights it hadn't reached in 15 years, so Walk and co-head coach Alex Wiggs decided to go back to the well for some of the players they're bringing in this season.

The Lady Raiders will bring in Grace Jerome from Manatee High School in

Bradenton, Florida. Jerome, a 5-10 forward, attended the same school as Deanay Watson, who was an All-American, Region XVI Freshman of the Year, First Team All-Region and the team's leading rebounder a season ago. Jerome will redshirt the upcoming season and keep her two years of eligibility as she continues to develop her game.

Jones hails from North Little Rock High School, the same school An'Nyah Pettus attended.

Autumn Dodd, a 5-9 guard, was part of Neelyville's state championship run two years ago alongside J'Kayla Fowler, who was Second Team All-Region last season as a freshman.

Chaylea Mosby, an All-State and All-District guard as a senior, comes from Dexter, which is also Thurmon's alma mater.

"When you get into good programs, you keep talking to those kids, like, 'Hey, who down there can play?' And that just kind of leads into something else," Walk said.

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If all of the talent on the team meshes well, the Lady Raiders could be staring at another national tournament berth on the horizon.

“With the kids we have coming back and the kids we have coming in, I think it’ll be a great mesh. And hopefully, it’ll be almost the same as it was this previous year other than the names have changed,” Walk said. “Everybody’s got to stay out of trouble, stay healthy and pass classes.

“The basketball will be the easiest part.”

*Here’s a list of Three Rivers’ incoming freshman class as listed on Twitter:*

Myia Yelder	G	5-8	Conway, Ark.
Brogan Jones	Post	6-3	N. Little Rock, Ark.
Chaylea Mosby	G	5-9	Dexter, Mo.
Autumn Dodd	G	5-9	Neelyville, Mo.
Kalyssa Hollis	Post	6-2	Paragould, Ark.
Grace Jerome	F	5-10	Bradenton, Fla.
Jamiyah Thomas	F	6-2	Glendale Heights, Ill.

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## After a second meniscus tear, Jeffery Porter ready to work



In this Feb. 16, 2017, photo, Jeffery Porter (33) shoots a fadeaway jumper in a game against Arkansas Baptist at the Bess Activity Center.

Jeffery Porter has had to overcome several obstacles to get to where he's at now.

Ever since he began playing college basketball, he's had to overcome several injuries. The Scott County Central product suffered a torn meniscus in his right knee during his freshman year at Three Rivers. It was a non-contact injury he suffered while he was getting back on defense.

He was only sidelined for two months and went on to finish the season averaging 4.7 points per game. The Raiders went 25-8 that season, winning the Region XVI championship against Mineral Area College before losing to Highland (Ill.) in the District 4 play-off.

Even though he had made his way back onto the court two months after his injury, that same knee continued to bother him, forcing him to have another surgery after the pain was over. Porter went through

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DAR File/Scott Borkgren

**In this Nov. 23, 2017, photo, Jeffery Porter dribbles up the court in a game against Hocking at the Bess Activity Center.**

more rehab and recovery my teammates and then to get back to 100% in time having to go and get another surgery to fix it after for his sophomore season.

“It just shows my character,” Porter said. “I was injured before, and turns out they didn’t actually fix the problem. They actually made it worse — where I had my surgery — so I had to deal with playing through that, trying to help

Once he fully recovered from his second surgery, he started every game during his sophomore year and his numbers saw a sharp increase. His scoring average

jumped to 12.2 points per game with similar shooting efficiency from the floor at 44.1%, including four 20-point games and four double-doubles. The 6-foot guard led the Raiders in rebounding with 6.7 per game as a sophomore.

Porter then transferred to Blue Mountain College in Mississippi to play in the NAIA.

“It was a great feeling,” Porter said of the offer from Blue Mountain. “For someone who’s been through so many injuries and not being able to do as much as he wanted to, for me to be able to get another scholarship was great.”

Then another injury stole another year from the junior guard. Porter was playing in the second half of a game when he got bumped while going for a rebound, landed awkwardly and felt another pop.

It was another torn meniscus, this time in his left knee. Porter finished the game and had nine points, five rebounds and a block in 25 minutes. He

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“Moments when I’m playing, I do think about that. It’s really hard to kind of stay focused on, ‘Hey, I need to go out and get this rebound or I need to do this or I need to cut this way,’” Porter said.

“It’s just something that’s in the back of my mind, but I don’t have time to focus on that at the moment.”

Porter credited his coaches, teammates and trainers at both Three Rivers for the support they gave him while he recovered from the injuries.

“They did a great job. I mean, the moral support I had was great,” Porter said. “They understand, ‘Hey, he’s going through something and he’s been through this before, so we need to take care of him extra because he may be down but we want him to get back and be healthy.”

As he continues to work the strength back into his legs and begins his redshirt junior year, Porter is hoping the injury bug is done with him

and he can finish his college career on a high note, helping Blue Mountain improve on last year’s 12-16 record.

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**TRC PARTNERS** to offer manufacturing class at P&P



(TOP) Student Jason Sweet uses wires to test the strength of the electrical currents. Student Crystal Crump looks on.

(MIDDLE) Jason Sweet, Kendric McCain, Joseph Eldridge, Eric Matlock and Crystal Crump work on an assignment on circuits for the Industrial Production Technician class.

(BOTTOM) Student Joseph Eldridge uses wires to test the strength of the electrical currents.

The Poplar Bluff Community Supervision Center has partnered with Three Rivers College to offer a class for those justice-involved individuals to get training in manufacturing.

The partnership comes after the Center, which is a facility of the state Probation and Parole (P&P), was restructuring last year — part of which was about bringing in more community resources.

“I think we all have the same goal which is to give these clients who have barriers — a lot of them are lack of job skills, education, lack of employment — to give them the ability to obtain a job that will also in turn reduce recidivism for our community,” said Heather Liszewski, probation parole officer. “It gives them purpose and the ability, with this class, to actually obtain a job that will open doors.”

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**(ABOVE)** The Industrial Production Technician class includes five students and two instructors. From left, Instructor Greg Watts, students Kendric McCain, Eric Matlock, Crystal Crump, Jason Sweet and Joseph Eldridge along with instructor Derik New.

**(RIGHT)** Student Crystal Crump uses wires to test the strength of the electrical currents.

DAR PHOTOS BY  
MICHAEL SHINE



The justice-involved individuals are participating in an eight-week class through TRC in Industrial Production Technician. Will Cooper, director of workforce development, said the class covers the different aspects of manufacturing

such as electrical and gives students a step up because it teaches an understanding of how the equipment works.

“For our job market, primarily for our population, the factory-based employment is where they’re finding the most work,”

Liszewski said. “Those are the employers who are the most willing to work with our clients.”

Liszewski’s office serves four counties — Butler, Wayne, Ripley and Carter — with 1,500 people supervised. She said 103 of 166 of

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those are unemployed.

Liszewski said the class started with eight students, but now half way through, the class is down to a core four or five. Cooper said it isn't unusual for participation to drop after a class gets started.

"Given the nature of the course itself and the demands," Cooper said. "Because it's not an easy 'Hey, we're going to hand you a certificate' program, you're going to have some attrition. So that's perfectly normal for the type of program it is."

All five students said they've been having a positive experience with the class. One student, Kendric McCain, said he wanted to thank those involved for setting up the opportunity. While each had different reasons for participating — from Crystal Crump who plans to get a masters degree and said any certificate will help to Joseph Eldridge

who said he hopes it'll help with a career — all of the students said they thought it would help them moving forward.

"I believe it'll help me with a lot of things," Eric Matlock said. "A lot of little bitty things I didn't know before. It keeps me thinking."

The partnership really started when Richard Rossi, SkillUP recruitment/retention specialist, approached Liszewski about figuring out something the two organizations could do together for the justice involved. Liszewski said it ended up being perfect timing with the new focus P&P was looking to take.

"It was important to me to service that group of people," Rossi said. "I don't judge one or the other, but it was just here we are and they needed the help and it was perfect."

The two main hurdles that had to be faced were the funding and a place to have the class.

Originally, the plan was to go through the SkillUP

program. However, in order to qualify for that program, the student needs to be receiving food stamps and many of the justice-involved individuals interested in the class didn't qualify since they live in state housing. Which is when Cooper came into the project and they started looking for other funding sources.

One of the additional funding sources ended up coming through the Workforce Innovation and Opportunity Act, which is designed to help people access employment, education, training and support services to succeed in the labor market and match employers with skilled workers.

Through funding options, the trio were able to make it so that the class is at no cost for the justice-involved individuals.

The class is being taught at the P&P facility, which Liszewski said is convenient since all of those participating live in the facility. She



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said one of the challenges was determining where to house the class since some of the justice-involved individuals have felony convictions, which would interfere with TRC's vetting process.

"We have a thorough vetting process so they would have to go through a big long process," Cooper said. "So it worked out that we could do it over the summer at her facility so we didn't even have to address that issue."

All three said they think the partnership is going well and that those justice-involved individuals who have stuck with the class are invested in doing well with it.

"The ones that are sitting in the classroom right now, want to be successful," Rossi said. "They're putting in the work. I think overall, we've had to learn a lot but overall it's been a very suc-

cessful outcome. If they're here halfway in, then there's a really good possibility that they're going to go through until the end and we're excited about that."

While the class was capped at 12 students due to safety and quality of education concerns and any future classes would be as well, Cooper said there's the possibility of continuing the partnership with one or more classes to address the need as it arises. The partnership will continue, he said.

"We definitely want to work with them so that we can continue this," Liszewski said. "It benefits our clients, which in turn benefits the community."

The students all had the same general sentiment as Jason Sweet.

"I know I'm going to have the knowledge to better myself in life," he said.

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## COLLEGE RODEO



Photo Provided

Madison Steele tries to rope a calf during a breakaway roping event. Last week, Steele competed in the College National Finals Rodeo after winning the Ozark Region.

# Steele finishes 39th in nation

By NATE FIELDS  
Sports Writer

Madison Steele was sitting in the stands at the Northwest Mississippi Community College rodeo in April when Three Rivers College rodeo teammate Trevor Dorris got her to come outside with him.

When Steele stepped outside, she heard Dorris say, "Madison, you won the region."

Steele started crying. "I didn't believe them," Steele said. "... I told them there's no way because if last year you told me I was going to win the region this year, I wouldn't have believed it. I started crying. I was so excited."

Steele finished with 460 points to win the National Intercollegiate Rodeo Association (NIRA) Ozark

Region by a nine-point margin to reach the College National Finals Rodeo in Casper, Wyoming. It was a dream to make it to that stage, and when she got there, it was an experience she won't forget.

Steele finished 39th in the overall standings for breakaway roping, clocking 3.3 on her third go.

"It was a 106 of 108 fun," Steele said. "It was defi-

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had a great year with a lot of learning experiences. I expect her talent and experience will help her do well in Wyoming.”

Hearing remarks like that opened Madison’s eyes to her full potential and pushes her to unlock it.

“I didn’t I had as much talent or was as good as I was, and it gives me confidence to say, hey, I can do this, and I do have the ability to qualify next year,” Madison said.

With added confidence and another year’s worth of experience under her belt, Phipps expects Madison to take a repeat trip to nationals in a year.

“I think she’s got a really good shot at making it back next year to the college finals,” Phipps said. “We’ve got a lot of great, great talent coming in next year.”

When she finishes her time at Three Rivers, Steele plans to continue her rodeo career with Central Meth-

odist University, which will begin its rodeo program in the fall.

Steele plans to continue majoring in agriculture.

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## Three Rivers recognizes top students

Three Rivers College recognized more than 40 of its highest performing students at its Annual Student Excellence Awards ceremony. Winners were chosen to represent each academic department and career education program, the Three Rivers external locations, honor societies, and major student organizations.

Area student award recipients are: Leighton Moore, Advance; Robert Hirtz, Campbell; Destiny Cagle, Katie Coleman, Christina Fichtel, Angela Freeman, Nikki Lathem, Dexter; Natalie Bass, Ellington; Rebekah Hill, Fairdealing; Melissa Fox, Greenville; Keri Lynn Green, Kennett; Tara Nix, Malden; Trisha Dragon,

Naylor; Christina Bryeans, Samuel Clark, Donnie Eden, Leah Gimbel, Madalyn Hammond, Shelby Hammond, Walter Hickey, Grace King, Collin Laird, Kaitlyn Lloyd, Morgan McAtee, Josh McNece, Autumn Strickland, Jeremy Tworoger, Michael Wall, Joshua Webb; Colton Reinert, Puxico; Holden Morse, Qulin.